



Bill To:
Various State Agencies
Located throughout Idaho

Various, ID 83701

Various State Agencies

THIS NUMBER MUST
APPEAR
ON ALL DOCUMENTS

Statewide Blanket Purchase
Order
SBPO1194

Statewide Blanket Purchase Order

DELIVER Various State Agencies
TO: Located throughout Idaho

Various, ID 83701

Date: Mon Jul 26, 2004

F.O.B: Destination
Terms:

VENDOR: RICOH CORPORATION
5 DEDRICK PL
WEST CALDWELL, NJ 07006
Attn: Bart Lemon, Government Account Manager
biddepartment@ricoh-usa.com
Phone: 973 882-5858
Fax: 973 882-2219

Contract From
Date Tue Jul 27, 2004

Contract To Date: Thu Jul 26, 2007

RFQ#: RFQ04224
DOC#: PREQ8312

File Attached: RicohBid.pdf

Buyer: AARON WOLTER 208-327-7452

Item No	Description	Quantity UOM	Unit Price	EXTENSION
000	BLANKET PURCHASE AGREEMENT (line item particulars follow)	1 lot		0.00
	Total:			0.00
Blanket Comments:	<p>.....NOTICE OF STATEWIDE CONTRACT (SBPO) AWARD</p> <p>Contract for Purchase or Rental of Digital Photocopiers from ITB01925 for various state of Idaho agencies, institutions, and departments. The Division of Purchasing or the requisitioning agency will issue individual releases (delivery or purchase orders) against this Master Contract on an as needed basis.</p> <p>Contract Title:.....Purchase or Rental of Digital Photocopiers Delivery Zone/Area:.....Area A, B, and C, Rental Only Contract Usage Type:.....Mandatory Public Agency Clause:Yes Buyer:.....Aaron Wolter ---Phone Number:.....208-327-7452 ---E-Mail:.....awolter@adm.state.id.us Contract Administration:....Gerry Silvester ---Phone Number:.....208-327-7325 ---E-Mail:.....gsilvest@adm.state.id.us</p> <p>Contractor's Primary Contact: Ricoh Corporation</p>			

---Attn:.....Bart Lemmon, Government Account Manager
 ---Address:.....Five Dedrick Place
 ---City, State, Zip:.....West Caldwell, NJ 07006
 Phone Number:.....425-255-0730
 Toll Free Number:.....None
 Fax Number:.....973-882-2219
 E-Mail:.....Bart.Lemmon@ricoh-usa.com

CONTRACTOR: Ship to the FOB DESTINATION point and BILL DIRECTLY to the ORDERING AGENCY. DO NOT MAIL INVOICES TO THE DIVISION OF PURCHASING. Notating the Contract Award Number on any invoices/statement will facilitate the efficient processing of payment.

Minimum Order Quantity:....One (1) Photocopier
 Minimum Dollar Amount:....None
 Standard Delivery Time:.....Not to exceed thirty (30) days – see bid schedules for specifics

QUANTITIES: The State of Idaho, Division of Purchasing can only give approximations of quantities and will not be held responsible for figures given in this document.

Order Placement Address:

---Company Name:.....Ricoh Corporation, c/o installing dealer
 ---Address:..... See Dealer Representative/Service Provider Page for list of
authorized Dealers
 ---City, State, Zip:.....

Payment Address:

---Company Name:.....Ricoh Corporation
 ---Address:..... As detailed on each invoice
 ---City, State, Zip:.....

THIS CONTRACT, (including any files attached), CONSTITUTES THE STATE OF IDAHO'S ACCEPTANCE OF YOUR SIGNED BID, QUOTATION, OR OFFER (including any electronic bid submission), WHICH SUBMISSION IS INCORPORATED HEREIN BY REFERENCE AS THOUGH SET FORTH IN FULL.

In the event of any inconsistency, unless otherwise provided herein, such inconsistency shall be resolved by giving precedence in the following order:

1. This Statewide Blanket Purchase Order document.
2. The state of Idaho's original solicitation document.
3. The Contractor's signed bid, quotation, or offer.

Special Order Information:....All orders are to be made out to the Contractor, c/o Installing Dealer

Contract Items:.....See Bidding Schedules

Contract Pricing:.....See Bidding Schedules

INVOICES MUST BE SENT TO THE IDAHO ORDERING AGENCY.

Item No	Description	Quantity UOM	Unit Price	EXTENSION
001	Copy Machines, Digital, Purchase or Rental (600-46) (nt)	3 YR	0.00	0.00
		By: LYLE GESSFORD		

STATEWIDE DIGITAL PHOTOCOPIER CONTRACT ORDERING INSTRUCTIONS

The Statewide Photocopier Contract is a mandatory contract. If the copiers on contract will not meet the needs of your, agency, a written justification must be sent with DA-1 Purchase Requisition or a Sicommm Requisition and Photocopier Justification Form, stating why the photocopier on contract does not meet your requirements.

Requirements of 55,001 or more copies per month (or color copiers) will be bid individually. Requirements for bidding these photocopiers remain the same. All agencies must submit a DA-1 Purchase Requisition or a Sicommm Requisition and a Photocopier Justification Form.

State Agencies are to submit their Agency Purchase Order (or equivalent document) and completed COPIER PLACEMENT FORM directly to the applicable Contractor. After determining the appropriate Item and Category Number needed, complete the COPIER PLACEMENT FORM for the particular category required. The COPIER PLACEMENT FORM will be attached to the Agency Purchase Order (or equivalent document) for either a straight (outright) purchase or a rental.

INSTRUCTIONS: Complete the blanks on the COPIER PLACEMENT FORM as follows:

PURCHASE OR RENTAL
(1) Purchase Order Date, (2) Agency Name, (3) Agency Bill-to Address, (4) Agency Bill-to City & Zip Code, (5) Agency Purchase Order Number, (6) Contractor, (7) Delivery ARO, (after receipt of order), (8) Category of photocopier, (9) Area where photocopier will be placed, (10) Brand/Model of photocopier, (11) Warranty Period (applicable to Purchase Only), (12) Rental period (YEARS) - if applicable, (13) Check Block if outright purchase, (14) Check applicable Maintenance Option Block - FSM (Full Service Maintenance - does not include supplies). or NONE - if no maintenance contract is requested. (15) Placement location of photocopier, contact person and phone, (16) Manufacturer's Product Code or part number (if known or applicable), (17) Monthly rental rate, (18) "click" charge or Copy/Impression charge per copy for rentals, (19) Purchase Price (for Purchase Only), (21) FSM Excess Copy Charge (applicable to Purchase Only), (21) 1st, 2nd, and 3rd year monthly costs for maintenance (purchase option only), (22) Description/Name of any options to be included, (23) Total Costs, including any options ordered, (24) Any special Instructions needed, and (25) Agency Authorized Signature
FOR RENTAL ONLY: A photocopier may be rented for either a three year or one year period. A one (1) year rental agreement may be renewed or extended one time (total - two years). A three (3) year initial rental may NOT be renewed. At the expiration of the applicable rental period, the photocopier must be returned to the Contractor

When completed, attach the COPIER PLACEMENT FORM to your completed Purchase Order and send it to the applicable Contractor. A copy of the Purchase Order must also be sent to the Division of Purchasing.

STATEWIDE PHOTOCOPIER DIGITAL COPIER PLACEMENT FORM

PO Date (1) Agency PO # (5)

Agency (2)

Bill To (Contact Name): _____ Contractor _____ (6)

Street/Box _____ (3)

City, Zip (4)

Delivery (7) Number of Days ARO

(8)	(9)	(10)	(10)
-----	-----	------	------

(11) days

Category	Area	Brand	Model	Warranty (purchase only)
----------	------	-------	-------	--------------------------

Rental	(12)
Period	# of Years
(one or three years)	

(13)	MAINTENANCE	(14)	(14)
PURCHASE	(Indicate One)	FSM	NONE

Note: Rental Pricing INCLUDES includes maintenance - Supplies are included in per copy charge

Note: FSM maintenance EXCLUDES supplies -- Supplies are included in the per copy charge

Photocopier Location _____ (15)

City,State,Zip (15)

Contact Person _____ (15) Phone _____

RENTAL OPTION	PURCHASE OPTION
<p>1. Rental fee: \$1,000 per month</p> <p>2. Maintenance: \$500 per month</p> <p>3. Insurance: \$200 per month</p> <p>4. Property taxes: \$1,500 per year</p> <p>5. Depreciation: \$1,500 per year</p>	<p>1. Purchase price: \$100,000</p> <p>2. Maintenance: \$500 per month</p> <p>3. Insurance: \$200 per month</p> <p>4. Property taxes: \$1,500 per year</p> <p>5. Depreciation: \$1,500 per year</p>

EQUIPMENT AND ACCESSORIES (List options desired) Equipment/Option Mfr's Product Description Code		Monthly Rental Price	Impression Copy Charge per copy		FSM Excess copy charge	Maintenance: Full Srvc Maint./per month		
				Purchase Price		First Year	Second Year	Year Year
Base Copier Model	(16)	\$ (17)	(18) /cy	\$ (19)	(20) /cy	\$ (21) /mo	\$ (21) /mo	\$ (21) /mo
		\$	/cy	\$	/cy		\$ /mo	\$ /mo
(22)	(16)	\$ (17)	(18) /cy	\$ (19)	(20) /cy	\$ (21) /mo	\$ (21) /mo	\$ (21) /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
Total for Copier & Accessories/Options		\$ (23)	(23) /cy	\$ (23)	(23) /cy	\$ (23) /mo	\$ (23) /mo	\$ (23) /mo

Special Instructions: (24)

This order is placed pursuant to the Master Written Contract executed by and between the Contractor and the State of Idaho, Division of Purchasing. By signing below the agency agrees to the terms and conditions contained therein.

(25)

(Agency Authorized Signature)

The Agency shall send One (1) complete copy of this Copier Placement Form and Agency Purchase Order to the Division of Purchasing, P O Box 83720, Boise, ID 83720-0075, when issued. Electronic copies of orders may also be emailed to gsilvest@adm.state.id.us

**STATEWIDE PHOTOCOPIER
DIGITAL COPIER PLACEMENT FORM**

PO Date _____ Agency PO # _____

Agency _____

Bill To (Contact Name): _____ Contractor _____

Street/Box _____

City, Zip _____

Delivery Number of Days ARO

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Category Area Brand Model

<input type="text"/>

days
Warranty (purchase only)

Rental	<input type="text"/>
Period	# of Years
(one or three years)	

<input type="text"/>	MAINTENANCE	<input type="text"/>	<input type="text"/>
PURCHASE	(Indicate One)	FSM	NONE

Note: Rental Pricing INCLUDES includes maintenance - Supplies are included in per copy charge

Note: FSM maintenance EXCLUDES supplies -- Supplies are included in the per copy charge

Photocopier Location _____

City, State, Zip _____

Contact Person _____ Phone _____

RENTAL OPTION PURCHASE OPTION

EQUIPMENT AND ACCESSORIES (List options desired) Equipment/Option Description Product Code		Monthly Rental Price	Impression Copy Charge per copy	Purchase Price	FSM Excess copy charge	Maintenance: Full Svc Maint./per month		
						First Year	Second Year	Year Year
Base Copier Model		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo
Total for Copier & Accessories/Options		\$	/cy	\$	/cy	\$ /mo	\$ /mo	\$ /mo

Special Instructions: _____

This order is placed pursuant to the Master Written Contract executed by and between the Contractor and the State of Idaho, Division of Purchasing. By signing below the agency agrees to the terms and conditions contained therein.

(Agency Authorized Signature)

The Agency shall send One (1) complete copy of this Copier Placement Form and Agency Purchase Order to the Division of Purchasing, P O Box 83720, Boise, ID 83720-0075, when issued. Electronic copies of orders may also be emailed to gsilvest@adm.state.id.us

		2004 Digital Copier Awards			
		Awards for Area A - Models			
Category	Ricoh	Kyocera Mita	XEROX	SHARP	Imagistics
Rental					
1A	Aficio 1013	KM-1510			
1B	Aficio 1015	KM-1810			
2	Aficio 2022	KM-2030			
3	Aficio 2035	KM-3035			
4	Aficio 2045	KM-4035			
5	Aficio 1055	KM-5035			
6	Aficio 1060	KM-6330			
Purchase					
1A		KM-1510			ix2701
1B		KM-1810			ix2701
2		KM-2030			IM2020
3		KM-3035			IM3520
4		KM-4035			IM4720
5		KM-5035			IM5520
6		KM-6330			DL650
		Awards for Area B - Models			
	Ricoh	Kyocera Mita	XEROX	SHARP	Imagistics
Rental					
1A	Aficio 1013	KM-1510	WC15		
1B	Aficio 1015	KM-1810	WC15PL		
2	Aficio 2022	KM-2030	CC35		
3	Aficio 2035	KM-3035	WC35H		
4	Aficio 2045	KM-4035	WC45H		
5	Aficio 1055	KM-5035	WC55H		
6	Aficio 1060	KM-6330	WCP75		
Purchase					
1A		KM-1510		ARM168	ix2701
1B		KM-1810		ARM168	ix2701
2		KM-2030		ARM205	IM2020
3		KM-3035		ARM 350	IM3520
4		KM-4035		ARM 450	IM4720
5		KM-5035		ARM 550	IM5520
6		KM-6330		ARM620	DL650
		Awards for Area C - Models			
	Ricoh	Kyocera Mita	XEROX	SHARP	Imagistics
Rental					
1A	Aficio 1013	KM-1510			
1B	Aficio 1015	KM-1810			
2	Aficio 2022	KM-2030			
3	Aficio 2035	KM-3035			
4	Aficio 2045	KM-4035			
5	Aficio 1055	KM-5035			
6	Aficio 1060	KM-6330			
Purchase					
1A		KM-1510			ix2701
1B		KM-1810			ix2701
2		KM-2030			IM2020
3		KM-3035			IM3520
4		KM-4035			IM4720
5		KM-5035			IM5520
6		KM-6330			DL650

DIGITAL PHOTOCOPIER SPECIAL CONTRACT TERMS AND CONDITIONS

INCORPORATION OF TERMS AND CONDITIONS: The State of Idaho STANDARD CONTRACT TERMS AND CONDITIONS (trBASECstdContractTrms.doc – **Rev 7/1/01**) are hereby incorporated by reference into this bid solicitation as if set forth herein in their entirety. The State's STANDARD CONTRACT TERMS AND CONDITIONS are located on the Internet at <http://www2.state.id.us/adm/purchasing>. If you do not have access to the Internet, you may contact the Division of Purchasing at 208-327-7465 to obtain a copy of the State's CONDITIONS AND INSTRUCTIONS TO BIDDERS and the State's STANDARD CONTRACT TERMS AND CONDITIONS. This Contract also incorporates Addendums 1, 2, 3, and 4 of ITB01925 in their entirety as though set out herein in full.

TIME PERIOD: The Master Contract(s) will be effective for a three (3) year period commencing April 5, 2004 and expiring March 31, 2007. All one-year rentals issued under a Master Contract, following delivery and acceptance of equipment, will expire after either twelve (12) months (or twenty-four (24) months if renewed and original rental period began before the twenty-fourth (24) month of the Master Contract). **All thirty-six (36) month rentals issued under a Master Contract will expire after a fixed thirty-six (36) months.** The State specifically reserves the right to terminate this Master Contract (but none of the underlying rentals) without cause after eighteen (18) months upon ninety (90) days prior written notice to the Contractor.

BUYERS LABORATORY, INC.: The acronym "BLI" as used in various places in this specification shall mean Buyers Laboratory Inc. and the most recent edition of its *Selection Guide for Copier Based Multifunctional Products* available on-line to the State through its subscription at www.buyerslabonline.com. If conflicting information is received, the State shall verify any specifications or other questions with the most recent information available to the State through its subscription to BLI. The State reserves the right to verify information with other published sources as deemed necessary.

ORDER FORM: State Agencies will use the Digital Copier Placement Form or a State approved equivalent form when ordering machines. The State's Digital Copier Placement Form of Idaho **Order Form** will serve as a Release or Delivery Order against the Master Contract and will constitute a legal binding contract between the Contractor and the State. Contractor provided order placement forms or other similar documents will **NOT** be signed or utilized.

ELECTRONIC ORDERING: The procurement of printing/copying items in a cost effective manner requires the establishment of fair and equitable prices for hardware, current information regarding availability and delivery, and a strong vendor-customer relationship. Contractors are encouraged to provide up-to-date on-line catalogs, electronic ordering and electronic order status checking and other tools to enhance the planning and product procurement process for the contract items. The State desires to use electronic methods to the greatest extent possible for acquisition of printer/copier products and services. In those cases where electronic ordering occurs the Contractor will include contract items ordered in the required quarterly usage reports. The agency will also complete the Digital Copier Placement Form or its electronic equivalent and provide a copy of same to the Division of Purchasing.

MINIMUM ORDER: The minimum order is one machine. Accessories and optional items must be ordered at the same time as the machine is ordered or an additional delivery, set-up charge, and/or other one-time charge may be incurred.

For connectivity to the agency's network not ordered at the time of initial copier placement, ordering entities will be required to pay any reasonable additional delivery and set-up charges in addition to the one-time connectivity cost (as detailed by the bidder on the bidding schedule) or the appropriate monthly rental rate (one year or three year) adjusted for the remaining time left in the rental contract. For example, assume a three-year rental network ready copier is to be connected on the thirteenth month after initial delivery and installation. If the bid price for connection to the network was \$15 per month for a three-year rental, the total of the three year network connection cost would be totaled and divided by the number of months remaining in the copier rental. In this case, \$15/mo times 36 months equal \$540. Dividing \$540 by 23 (36 months minus 13 months) equals \$23.48. The agency would pay \$23.48 per month for the remaining 23 months of the rental for the network connection capability plus any one-time reasonable additional delivery and set-up charges. If network connections are ordered after installation of purchased copiers, charges will include the one-time network connection charge plus any reasonable additional delivery and set-up charges.

LATE DELIVERY: Contractor shall complete delivery and installation within thirty (30) days ARO (After Receipt of Order) or within the time specified in Contractor's bid, whichever is less. Contractor shall notify the agency within seven (7) days of receipt of order if delivery cannot be completed as required. Upon receipt of such notice, the State reserves the right to cancel the order and make the purchase or rental elsewhere. If the Contractor fails to deliver the equipment or service as ordered by the State, the Contractor will credit the State with a day of service (rental or maintenance) for each day beyond the initial delivery date that actual delivery occurs. Repeated failure to meet specified delivery requirements may result in Contract termination.

DIGITAL PHOTOCOPIER SPECIAL CONTRACT TERMS AND CONDITIONS

FAILURE TO DELIVER: Contractor shall deliver and install copy machines awarded in this Contract in accordance with all of the terms and conditions herein. Failure to do so may be cause for the termination of the Contract.

INVOICING: DO NOT INVOICE THE STATE DIVISION OF PURCHASING. Contractor will invoice the ordering agency. All invoices must list Contract number, manufacturer, model number, serial number, installation location, period covered by the invoice, beginning and ending meter readings and dates, credits for service copies, and base cost plus impression charges (if applicable). Invoices shall be pro-rated for down-time. ALL INVOICES are to be sent directly to the ORDERING DEPARTMENT ONLY. Submission of all invoices whether for product or for service/maintenance is the responsibility of the Contractor. Where authorized by the Contractor and approved by the Division of Purchasing the Contractor's Dealer Representative / Service Provider may submit invoices for products or services and may handle orders, sales, etc. Where Dealer Representative / Service Provider is authorized to accept orders, the Dealer Representative / Service Provider must report all orders, sales, etc. to the Contractor in a timely manner so as to allow the Contractor to include all orders, sales, etc. in the Contractor's Usage Reports.

MAINTENANCE ASSIGNMENT: A Contractor may not assign maintenance to any other party without written approval from the State Agency. If maintenance is assigned the Contractor will still bear all liability for maintenance, contract performance compliance, reporting requirements, and other contract terms and conditions.

METER READINGS: Meter reading shall be taken by Contractor telephone inquiry and/or a meter card provided by the Contractor. If, through no fault of the Contractor, the meter readings are not received by the fifth working day following month end, Contractor may invoice the State on an "average copy-per-month" basis.

CREDIT FOR SERVICE COPIES: Contractor shall make copy credit arrangements to allow for machine malfunction and to compensate for extra meter clicks when service representatives make copies in servicing or repairing the machine. Service personnel shall leave a written report of the number of extra meter clicks required when service is performed.

DECALS: Copiers must have a decal or other label indicating the name, address, and telephone number of the service agent. This decal or label shall be kept current. In the event of a service center changing operation location and/or name of service agency and/or phone number, the Contractor must notify the Division of Purchasing within two days of the change. Additionally the Contractor shall be responsible for changing the decal or other label promptly. Brand Names must be clearly displayed on all machines and all Manufacturer's brand name labeled accessories must bear the same brand name as the machine.

DEMONSTRATIONS OF EQUIPMENT: Contractors are not obligated under the terms of this Contract to provide on-site copier demonstrations for State Agency review or evaluation. Such demonstrations should be conducted at either the Contractor's location if equipment is available or at another State location with the permission of the applicable State Agency.

TRAINING: The Contractor will provide instructional materials and personnel for the training and/or retraining of users of this equipment, at no additional cost to the agency. After installation, but prior to actual operation, a key operator and back-up operator must be trained for each location. Network connection training will also be provided at no additional charge at time of Network Connection. These agency personnel will be trained to efficiently use and operate the equipment. The training be done on-site at the placement locations. Key operator training shall be provided as needed, not to exceed four (4) times per year, per location. A user's manual shall be delivered at time of training. Failure to comply with this requirement shall be considered a default of the Contract.

TRANSFER: The State shall have the right to transfer copiers within an agency and from one agency to another agency, within the same city, without loss of earned contract time if there have been changes in usage from that projected initially, (either over or under utilization) which adversely affect copier performance or result in an excessive cost to the agency. It will be the agency's responsibility to find a transfer location. If such a transfer requires movement of the equipment by the Contractor, the Contractor may assess reasonable charges for such activities. The cost of transfer will be paid by the State.

INSURANCE

A. For the duration of the Contract and until all work specified in the Contract is completed, the Contractor shall maintain in effect all insurance as required herein and comply with all limits, terms and conditions stipulated therein. **If requested by the State**, within two (2) weeks after request, the Contractor will provide certificate(s) of the insurance for the coverage required by the State as specified below. There will not be provisions for exceptions to

DIGITAL PHOTOCOPIER SPECIAL CONTRACT TERMS AND CONDITIONS

this requirement. Failure to provide the certificates of insurance within the two (2) week period may, at the State's discretion, result in cancellation of the Contract. Evidence of such insurance shall consist of a completed copy of the certificate of insurance signed by the insurance agent for the Contractor and returned to the State. If for any reason, any material change occurs in the coverage during the course of this Contract, such change will not become effective until 30 days after the State has received written notice of such change. The amount of such insurance shall be not less than:

- (1) Worker's Compensation Insurance in amounts as required by statute.
- (2) Automobile Liability including non-owned and hired: \$500,000.00
- (3) Commercial General Liability or Comprehensive General Liability Insurance including Contractual Liability: \$500,000.00

B. The certificate must contain a provision that, should any of the above described policies be canceled before the expiration date thereof, the issuing company will endeavor to mail 10 days written notice to the State, by certified or registered mail, receipt requested.

SUPPLIES: Supplies include all toner, staples, developer and/or any other consumable that is necessary to operate the machine, excluding paper. Supplies for all purchased machines with FSM Maintenance Agreements will be included in the Copy/Impression Charge. Supplies for all rented machines will be included in the Copy/Impression Charge.

ADDITIONS TO THE CONTRACT: During the term of the Contract, new items may be added. The following contract modification procedure and criteria will be followed.

1. Contractors will not add machines unless the added machine is an enhancement or replacement to an existing product on a contract held by that Contractor.
2. The machine Base Rental Cost or Purchase Price may not increase more than a maximum of 5% in the case of any addition or replacement. No price increase will be allowed on additions placed before the first anniversary of the Contract with no more than two (2) increases allowed over the life of the Contract.
3. The machines will only be added if the Administrator of the Division of Purchasing determines they meet the intent of the bid and are in the best interest of the State of Idaho

RECORDS MAINTENANCE: The Contractor shall maintain or supervise the maintenance of all records necessary to properly account for all payments made to the Contractor for the costs authorized by this Contract. These records shall be retained by the Contractor for at least three (3) years after the Contract terminates, or until all audits initiated within the three (3) years have been completed, whichever is later.

AUDIT RIGHTS: The Contractor agrees to allow State and Federal auditors and State Agency staff access to all the records relating to this Contract, for audit, inspection, and monitoring of services or performance. Such access will be during normal business hours or by appointment.

ADMINISTRATIVE FEE: The Contract prices to be bid by the Contractor and paid by State agencies (including political subdivisions) shall include a contract usage administrative fee of one and three-quarter percent (1.75%). The percentage shall represent the State's contract usage administrative fee. No less than quarterly, the Contractor shall remit to the State through its Division of Purchasing, an amount equal to the one and three-quarter percent (1.75%) of the Contractor's net (sales minus credits) quarterly Contract purchases, full service monthly maintenance charges (purchased copiers only), and/or rental revenue. The Copy/Impression Charges ("usage meter clicks") and Supplies are excluded from the requirement for submission of an administrative fee and shall not include the administrative fee in the contract price.

RECORDS/REPORTS: To assist the State in its production planning, quality control, and determination of contract usage, Contractor shall maintain and furnish the State with the following records. **The State reserves the right to cancel any contract after giving the Contractor forty-five (45) days prior written notice of non-compliance in any case where a required quarterly report or administrative fee is not received prior to the last day of the month following the end of the calendar quarter as required.**

DIGITAL PHOTOCOPIER SPECIAL CONTRACT TERMS AND CONDITIONS

Contractor is required to establish a relational database or other sales tracking system from which to produce regular (quarterly) reports to the State. For each purchase or rental transaction, the Contractor will be able to report at least the following information:

- Agency name
- Agency's Purchase Order number
- Date ordered
- Date Shipped
- Installation address
- Installation/Acceptance Date
- Rental date commencement and Rental period
- Copier Model & serial number
- Purchase Cost or Rental Charge

The Contractor shall provide promptly, prior to the last day of the month following the end of a calendar quarter, to the Division of Purchasing, a detailed summary report of all products that were purchased and/or rented by customers during the previous quarter. The State's administrative fee shall be due at the same time. The Contractor shall provide, upon request, summary reports of the following:

- A summary of items purchased or rented.
- A breakdown, by State Agency and by unit of local government, (i.e., county, school district), of the items purchased or rented.
- A report of backordered products.
- A summary of delivery time (from Contractor's receipt time of customer's order placement to the time of shipment to customer).
- Custom reports that may be requested from time to time by the Division of Purchasing.

The State and Contractor will mutually agree upon the report format.

PAYMENTS – PURCHASING CARD: Payments for rental and/or purchases under this Contract may be made by state agencies using the State of Idaho's MasterCard Purchasing Card (Pcard). The Contractor agrees to accept Pcard payments without any additions or surcharges.

SPECIAL RENTAL TERMS AND CONDITIONS

RENTAL INVOICES: Rental charges shall be billed on the first day of the month, or on a pro-rated basis from the date of installation to the first day of the following month if installation is not on the first working day of the month. Agencies are to be **billed monthly**, unless otherwise indicated on the Order Form, for the base cost plus the impression/copy charge (if applicable). **Subject to agency approval, Contractor may bill copy/impression charges on a quarterly basis.**

OWNERSHIP: It is expressly understood and agreed that any rental orders executed under this Contract are contracts of rental only and that the State by these presents acquires no right, title, or interest in or to the equipment described in the rental order, except those of a user.

INSURANCE: The State maintains a program of self-insurance; and the equipment will be insured to the same extent as other property of the State. All Public Liability coverage for the State individually shall be secured by State. Upon written request State shall furnish Contractor satisfactory evidence of such insurance coverage or self-insurance, which evidence shall among other things provide that Lessor receive immediate notice of policy cancellation. All such insurance or self-insurance shall protect, as their interests may appear, the Contractor, the State, any other person having an interest in the equipment, and any person responsible for the use or operation of the equipment.

DAMAGE TO RENTED EQUIPMENT: The State shall be responsible for damage to, or loss of, Contractor's rented equipment (which includes accessories in this provision) caused by the negligence of the State, its employees, officers, or agents while the equipment is in the possession and control of the State. This shall include any damage caused to equipment through the use of supplies or accessories not supplied by the Contractor and not meeting the manufacturer's specifications for use with that equipment. Exception: The State shall not be responsible for replacement of damaged parts if damage occurs because of operation during the existence of a malfunction, such as drum damage because of operation with a paper jam. Copiers should be designed not to operate when damage caused by malfunction occurs. Contractor shall be responsible for damage to, or loss of, the equipment caused by the negligence of the Contractor or of the manufacturer and from all other sources.

DIGITAL PHOTOCOPIER SPECIAL CONTRACT TERMS AND CONDITIONS

UPGRADES or DOWNGRADES of RENTALS: If it becomes necessary for an agency to upgrade/downgrade to a higher/lower category band because of an increase/decrease in monthly volume and/or need for additional/fewer features, that upgrade/downgrade may be accomplished as listed below. All upgrades/downgrades will be to machines identified in the contract as contract items:

Upgrade/downgrade(s) with the same Contractor: Agencies may upgrade/downgrade no more than 10% of their existing fleet at the end of each 12-month period commencing with the date of award of the Master Contract. The Agency will pay any negotiated reasonable equipment removal charges associated with current rental. There will be no additional charge for installation of the new machine. A new rental term will begin for the new machine(s). The length of the new rental term will be for either a one-year or a three-year period of time at the appropriate contract prices. Agencies having fewer than ten (10) machines in their fleet will negotiate upgrades with the Contractor. Such negotiated upgrades may be no longer than three (3) years. Agencies desiring to upgrade/downgrade more than 10% of their fleet will negotiate the cost of the additional upgrades/downgrades with the Contractor.

TERMINATION OF RENTAL: Rentals may only be terminated for Lack of Funding or for specification non-compliance.

EQUIPMENT WARRANTY / MAINTENANCE

A. RENTAL

The Contractor warrants that all equipment included in the bid when installed will be new and current production and in good working order and the Contractor will make all necessary adjustments, repairs and replacements to correct any defects found upon installation without additional charge. The maintenance of rented machines shall include lubrication and cleaning as necessary, preventative maintenance, and supplies and shall be at the expense of the Contractor. The Contractor shall make all necessary repairs and adjustments of the equipment, including the replacement of parts and the substitution of equipment if necessary, without additional charge and will keep the equipment in good working condition in accordance with the manufacturer's standards and specifications using only the machine manufacturer's specified parts. Contractor will provide the agency a copy of the manufacturer's preventive maintenance schedule within ten (10) working days after receipt of request by the agency. All supplies for a machine shall be supplies recommended or approved by the machine manufacturer for use in that machine.

Rental must include maintenance by a factory authorized service organization that is adequately staffed with factory-trained technicians capable of maintaining and repairing the equipment. Response to service calls shall be within a four (4) working hour period, except in **remote** areas for which a nine (9) working hour response time will be acceptable, (Monday through Friday, 8:00 A.M. to 5:00 P.M.). Response to a service call shall mean having a factory trained service technician capable of diagnosing and repairing the problems at the agency's location.

Equipment must be delivered and installed with all necessary operating supplies sufficient for a minimum of one (1) month of operation at category maximum volume level (excluding paper).

Machines shall have a guaranteed up-time of 95% (working hours) during each calendar month, except in **remote** locations for which machine shall have a guaranteed up-time of 85% (working hours) during each calendar month.

The 95% or 85% requirement will be computed as follows:

$$[(\text{Number of available State working days per month}) \times 8] \times 95\% \text{ or } 85\% = \text{Minimum hours available for use.}$$

Downtime is considered to begin upon notification to the Contractor that service is required and ends upon satisfactory restoration of the machine to full working order. It is the responsibility of the Contractor to verify the operability of each machine after repair by obtaining the signature of the key operator with the date and time recorded in a Service Log. This service log shall also list the "cause of breakdown".

1. If a machine does not meet this 95% or 85% requirement during a month, the agency shall only pay for the actual number of usable copies made during the month. Invoices shall also be reduced by one twentieth (1/20) of the monthly charge for each day (or combination of down-time that results in eight hours of down-time being accumulated) which the copier is inoperable unless a back-up machine has been installed.

DIGITAL PHOTOCOPIER SPECIAL CONTRACT TERMS AND CONDITIONS

2. If a copier cannot be repaired within two consecutive working days, Contractor shall be required, if requested, to supply a like-for-like loaner, copying services, or an equitable pro-rata credit until the repair is completed.

3. If the machine fails to meet the 95% or 85% for two consecutive months, the State may require the Contractor to do a like-for-like replacement of the copier. If the replacement copier fails to meet the 95% or 85% up time requirement for two consecutive months, the balance of the rental may be canceled by the State without penalty or cost to the State.

4. If more than 10% of the rented copiers of a given model fail to meet the 95% or 85% up-time requirement, the State may cancel the copier model from the Contract.

A service log will be included with each machine and must be maintained by the Contractor. The Contractor will fill in the dates and "cause of breakdown". This service log is to be kept in or with the machine.

Should the state determine the cause of the service call to be an operator error or misuse by the State, "downtime" will not be a factor in determining satisfactory machine performance. The Contractor shall be responsible for the loss or damage to the equipment except in cases of deliberate, misuse or abuse by State personnel.

B. PURCHASE:

The Contractor warrants that all equipment when installed will be new and new current production and in good working order and the Contractor will make all necessary adjustments, repairs and replacements to correct any defects found upon installation without additional charge.

The Contractor shall fully warranty all items furnished hereunder against defects in materials and workmanship for a minimum period of 90 DAYS from date the equipment is accepted by the purchaser. Should any defects in workmanship or materials, except ordinary wear and tear, appear during the warranty period, the Contractor shall repair or replace such items and extend the warranty period for these parts. The warranty shall cover material, labor, and transportation charges, if any. Warranties submitted with the bid, either appearing separately or included in preprinted literature or price lists may be included, but in the event of conflicts the provisions herein take precedence.

Installation must include all necessary operating supplies sufficient for a minimum of one (1) month of operation at category maximum volume level (excluding paper).

Full Service Maintenance contracts (FSM as defined herein), if purchased at time of initial order, will commence upon date of installation/acceptance.

FSM Maintenance Contracts shall include the replacement of the machine's photo-conductor (drum), masters, and other transfer materials. The Contractor shall make all necessary repair and adjustments of the equipment, including the replacement of parts and the substitution of equipment if necessary, without additional charge and will keep the equipment in good working condition in accordance with the manufacturer's standards and specifications. Maintenance services shall also include but not be limited to lubrication and cleaning as necessary and preventative maintenance and must include maintenance by a factory authorized service organization which is adequately staffed with factory trained technicians capable of maintaining and repairing the equipment. Response to service calls shall be within a four (4) working hour period, except in **remote** areas for which nine (9) working hour response time will be acceptable (Monday through Friday, 8:00 A.M. to 5:00 P.M.). Response to a service call shall mean having a factory trained service technician capable of diagnosing and repairing the problems at the agency's location.

The Contractor will provide and maintain a service log for each machine. The Contractor will fill in the dates and "cause of breakdown" at every service call. This service log is to be kept with the machine.

Services not included in the Full Service Maintenance are repairs resulting from causes other than normal use and/or deliberate misuse or abuse by State personnel.

The FSM monthly cost and Copy/Impression Charge are **guaranteed amounts** the users of this contract will pay on all purchases of equipment for three-year period, beginning with delivery and acceptance of equipment in those cases where a Full Service Maintenance Agreement is purchased.

Maintenance prices following the initial three-year period may not increase more than 5 percent per year.

DIGITAL PHOTOCOPIER SPECIAL CONTRACT TERMS AND CONDITIONS

Vendor must guarantee the ability to maintain this equipment in all aspects for a minimum of five years. After that five year maintenance price protection expires, maintenance prices may not exceed published general services administration (GSA) prices or the Contractor's best published price.

NEW CURRENT PRODUCTION:

Equipment offered for rental and/or purchase shall be new current production model plain bond paper digital printers/copiers.

Any model that is announced by the manufacturer as discontinued on or before the bid due date will not be considered. All equipment and equipment options and add-ons (excluding software interfaces for network connectivity or network printing options) will be original equipment manufacturer.

SILENCE OF SPECIFICATIONS: The apparent silence of these specifications and supplemental specifications as to any detail, or the apparent omission from them of a detailed description concerning any point shall be regarded as meaning that only best commercial practice is to be used. Any exception to these specifications may be cause for rejection.

The equipment supplied must include the features, characteristics and operational requirements described by the minimum specifications as outlined under each Volume Category line item. Agencies may also choose to add some accessories and/or connectivity requirements to the basic machine. All accessory pricing must be bid so that these items can be added to or subtracted from the machine cost. All prices listed for accessories must include installation, removal and maintenance costs if applicable. There are also "OTHER ACCESSORIES." These Other Accessories may not state or describe a particular item or function. They are an opportunity to make available features that are not already listed or enhancements of existing features. The prices for these "Other Accessories" shall also include installation, removal and maintenance costs. The "Other Accessories" will become a part of the contract but their prices will not be a part of the bid evaluation.

Categories 1-A, 1-B & 2 machines must be capable of being connected for a Single User Set-up.

All stand-alone digital equipment in Categories 3 and above must be Network Ready - must be able to connect to a 10/100 ethernet Local Area/Wide Area Network.

All connected machines must be able to support NETWARE 3.X, 4.X, 5.X, or greater, WINDOWS 2000 NT4.X, NT5X and Windows 2000, XP, and Server 2003. Supported client personal computers must include WINDOWS 95, 98, 2000 AND NT. Drivers must be included with each Machine. Contracted vendor must be able to support HP-PCL Level 5 or greater.

CONNECTIVITY Services for Digital Copiers

1) Single User Set-up

For single users the Contractor will provide the following services:

- Pre-installation site survey and consultation
- Staging and pre-installation of hardware and confirmation of system functionality.
- Install the printer driver onto the computer system with a direct (non-network) connection to a single PC or MAC workstation using the proper Customer supplied cable.
- Load Print driver software onto the workstation.
- Print a standard test page.
- Train workstation operator on the operation of the system as a printer.

2) Network Printer Set-Up

- Pre-installation site survey and consultation
- Staging and pre-installation of hardware and confirmation of system functionality.
- Verify proper network settings, print queue configuration, and set-up.
- Install the printer driver onto the computer system with a connection to the customer's network. The end user will provide the network cabling with the proper connectors and an active designated network interface port using the standard network cable supplied with the network ready machine. This connection to the network involves the end-user's own Network Administrator.
- Load printer driver software on local office workstations. Provide training to local State Agency support personnel how to add additional users.
- Print a standard test page.
- Advise Network Administrator on the operation of the system, if requested.

DIGITAL PHOTOCOPIER SPECIAL CONTRACT TERMS AND CONDITIONS

3) Agency Responsibility

- To ensure data integrity will not be jeopardized, Contractor personnel will only provide hardware or software installation, configuration and troubleshooting given the following criteria are met:
- End user will provide a complete network backup prior to the start of installation work by Contractor personnel.
- End user will ensure that Current virus software has been run on all necessary disk drives and workstations to ensure there are no existing viruses.

SOFTWARE:

All digital copiers must be fully equipped with all necessary software. As long as a machine is under rental or on a maintenance contract, all future software upgrades for fixes and minor enhancements must be furnished and installed free of charge. Software upgrades that add new functions may be added at a negotiated cost only with the permission of the agency. **Contractor will inform customer of availability of patches, fixes and upgrades, etc.**

ELECTRICAL SPECIFICATIONS:

Each copier shall be equipped with an OSHA approved three-wire cord and ground conductor plug (3 prong) and an external ELECTRIC SURGE PROTECTOR and/or an INTERNAL ELECTRIC SURGE PROTECTOR. Each copier shall be properly grounded at time of and as a part of installation.

Special installation costs such as changing of standard face-plates, dedicated lines or higher voltage requirements will be borne by the Contractor for Categories 1, 2 & 3. Categories 1, 2 & 3 MUST NOT REQUIRE A DEDICATED LINE.

Any special voltage/amperage electrical requirements higher than 110/115 Volt – 20 Amp service for Categories 4 and above will also be **borne by the Contractor**. If a dedicated line for 110/115 –20 Amp service is required for copiers in Categories 5 and above, its installation and cost will be **borne by the State**.

The type, size, prong configuration of the electrical plug and power source requirement shall be specified by the bidder for each copier that is bid. **(Please use the appropriate place on the bid schedules.)**

UL APPROVAL: Equipment must have an Underwriters Laboratory (or equivalent) approval number at date of bid opening. Approval seal must be affixed on each machine.

ADDITIONAL ELECTRICAL OUTLET FOR COLLATOR: If an additional electrical outlet is required for a collator and no additional outlets exist at the agency location, it will be the Contractor's responsibility to provide same.

GENERAL REQUIRED FEATURES:

- Category 1-A, 1-B & 2 machines must be Network Capable.
- Category 3 - 6 machines must be Network Ready.
- Category 3 - 6 machines must include trayless automatic duplexing.
- All machines must be suitable for use with Xerographic dual-purpose bond paper, Premium No. 4 Sulphite.

Unless otherwise modified by the SPECIAL REQUIRED FEATURES listed on the applicable Category Bidding Schedule, **all machines bid for purchase and/or rental for Categories 2 - 6 must have the following minimum General Required Features:**

1. Must have a fixed platen.
2. Must be able to reproduce onto office letterhead, colored or specialty papers, and other preprinted stock.
3. Must be able to cleanly and legibly reproduce images off a full range of colored backgrounds.
4. Must have a non-resettable copy counter.
5. Must have a touch screen display (Category 3 –6 only).
6. Must have minimum copy selection capability up to ninety-nine (99) copies.
7. Must have electronic **rotate & sort** or offset sorting.
8. Must have Scan once Print Many technology.
9. Document handler scan rate must maintain at least 80% of the category required minimum print speed.
10. Must have minimum scan resolution of 400 DPI, 256 gradations.
11. Must have minimum print resolution of 600 dpi, 256 gradations.
12. Must include a stand/cabinet if not a console model.
13. Copy size range of 5 ½ " x 8 ½" to 11" x 17" (8 ½ x 14 for Category 2, only).

DIGITAL PHOTOCOPIER SPECIAL CONTRACT TERMS AND CONDITIONS

14. Separate paper trays for 8 ½ x 11 and 8 ½ x 14 stock or dual paper trays with a paper size selection feature.
15. Must have Automatic paper selection.
16. Must have Automatic reduction and enlargement, minimum **50-200%** in 1% increments. Must be able to reduce without changing paper trays or the operator changing the position of the paper in the paper tray. Copy board must handle originals to 11 x 17".
17. Must have a straight through feed via bypass.
18. Must have automatic contrast control.
19. Must have automatic paper supply switching.
20. Must allow copying onto labels and transparencies.
21. Must have the ability to book copy.
22. Must have Photo Mode.
23. Must be capable of being connected to a State Agency Network: Ethernet, Appletalk, and/or Token Ring (This requirement not applicable for **Category 2** machines).
24. Automatic document feeders must maintain at least 80% of the machine's rated speed. Automatic duplex units must maintain at least 70% of the machine's rated speed. Document feeders productivity shall be as listed in BLI under 1:1 speed productivity for 10 sets. Automatic duplexing productivity shall be as listed in BLI under 2:2 speed productivity for 10 sets. (This requirement not applicable for **Category 2** machines).
25. Must have trayless, stackless automatic duplexing (**Categories 3-6**)

DEFINITION OF TERMS:

BASE RENTAL COST: The base rental cost per month for rental of machines in each category exclusive of any copies / impressions. The cost for impressions/copies will be a separate COPY/IMPRESSION CHARGE.

COPY/IMPRESSION CHARGE: RENTED MACHINES: The unit cost per impression for service and supplies for **ALL IMPRESSIONS** for rented machines. **For a specific machine this cost must be the same unit cost for ALL impressions.** This cost to include all service, routine and preventative maintenance, and all supplies (toner, staples, developer, fuser oil, drums, etc., (excluding paper and after-hours service). Contractors will provide copier supplies and services at the point of use. Agencies are **NOT** to be billed for bulk supplies for the rented copiers. Agencies may require that the Contractor provide one (1) month's supply of toner and staples for all equipment categories in which that particular agency has acquisitions. There will be no additional charges for this service. If an agency requires additional copier supplies (excluding paper) exceeding a one-month average volume (based upon a historic six month average copy volume), the agency may be required to prepay to the Contractor the applicable Copy/Impression Charges. Contractor is to bill Copy / Impression Charges monthly. Contractor may bill quarterly subject to approval by the agency.

MAINTENANCE COSTS: Rented Equipment. All costs associated with the Copy/Impression Charge.

PURCHASE PRICE: The price to any agency for outright purchase. Does not include maintenance or supplies. (NOTE: for purposes of bid evaluation, the State will add one-half the total of the bidder's Required Options prices in order to include the price of the options in the bid evaluation.)

COPY/IMPRESSION CHARGE: PURCHASED MACHINES with FSM (Full Service Maintenance): The unit cost per impression for **ALL impressions regardless of volume.** **For a specific machine this cost must be the same unit cost or ALL impressions.** Includes all additional service and routine and preventative maintenance (over and above that covered under the FSM) and all supplies except paper, but excludes after-hours service. The cost of supplies (toner, staples, developer, fuser oil, etc.), excluding paper, is to be included in the Copy/Impression Charge if FSM is purchased by the agency. Contractors will provide copier supplies and services at the point of use. Agencies are **NOT** to be billed for bulk supplies for Purchased copiers. Agencies may require that the vendor provide one (1) month's supply of toner and staples for all equipment categories in which that particular agency has acquisitions. There will be no additional charges for this service. If an agency requires additional copier supplies (excluding paper) exceeding a one-month average volume (based upon a historic six month average copy volume), the agency may be required to prepay to the Contractor the applicable Copy / Impression Charges. Contractor must bill Copy/Impression Charges monthly (Contractor may bill quarterly subject to approval by the agency).

FULL SERVICE MAINTENANCE (FSM) MONTHLY CHARGE FOR PURCHASED EQUIPMENT: Does not include any Copy/Impression Charge or any MINIMUM number of estimated Copies. Full Service Maintenance contracts purchased at the same time as the machine are to commence upon the date of installation/acceptance of that machine. Full Service Maintenance (FSM) Monthly Charge is to include lubrication and cleaning, routine and

DIGITAL PHOTOCOPIER SPECIAL CONTRACT TERMS AND CONDITIONS

preventative maintenance, travel, labor, and materials (including all replacement parts, masters, drums, and like image transfer materials). **All routine and preventive maintenance to be completed at the Manufacturer's recommended intervals using manufacturer's specified parts replaced at manufacturer's recommended intervals.** FSM Monthly Charge EXCLUDES all supplies (toner, staples, developer, fuser oil, etc.) and after hours service. Supplies, excluding paper, will be included in the Copy Charge.

PREVENTATIVE MAINTENANCE Preventative maintenance will be based upon the specific needs of the individual machine as determined by the equipment manufacturer **using manufacturer's specified parts replaced at manufacturer's specified intervals.** Preventative maintenance will include lubrication, necessary adjustments and replacement of parts including drums.

INSTALLATION CHARGE: **Prices bid must include the cost for delivery and installation of the equipment to any State Agency.** If there is a charge for delivery and/or installation, it must be included in the price bid.

REMOVAL CHARGE: **Prices bid must include the cost for de-installation and removal of the equipment at the end of the rental.** If there is a removal charge it must be included in the price bid.

REMOTE LOCATION Remote location shall be defined as any location more than fifty (50) miles distant, one way, from the following major Idaho cities:

Coeur d'Alene
Lewiston

Boise
Twin Falls

Pocatello
Idaho Falls

SUPPLIES: All supplies (**toner, staples, developer, fuser oil, etc.**) necessary for operation of the machine, excluding paper. **All supplies must be manufacturer's recommended or approved supplies for the applicable model.**

NEW New means machines that have not been used previously and are being actively marketed by the Contractor. The equipment may contain new, recycled, or recovered parts that have been reprocessed to meet the manufacturer's new equipment standards. This installation must have the State of Idaho as its first customer and must be a new serial number, not previously installed. The term "new" does NOT include machines designated as "Factory-Produced New Model" as that term is defined in the current issue of BLI. Copiers that have been previously in use in any manner (rentals, demonstrators, trial units, etc.) that have been converted to new models or previous model copiers to which additional features have been added are not considered new.

NEW CURRENT PRODUCTION: New current production shall mean: (1) produced by the manufacturer within the last six (6) months prior to the bid opening; (2) has not formally been discontinued; and (3) service and parts must be available for a minimum of three (3) years following installation.

MANUFACTURER: Manufacturer is the maker of the machine even if the machine is labeled and sold under other names. Any machine listed by BLI as "Also sold as -- other brand / model" will be considered to be the same machine as the referenced other brand / model.

NETWORK READY: Shall include all necessary Software, Hardware, Network Interface Card (Ethernet), Drivers and standard cabling to allow for multiple user access via a local area / wide area network and print to the device. Category 3 and above machines must be delivered and installed network ready unless otherwise specified by the agency. Installation / Connection to the network is not included.

CONNECTIVITY DEADLINE: If a State Agency or any other authorized user of this contract chooses to purchase connectivity, that equipment must be fully connected and functional to the satisfaction of the user within **30 Days** after issuance of the order for connectivity.

The following definitions are offered for clarification, if applicable:

ACCOUNT-OR SYSTEMS™: Accountor Systems, P.O. Box 7166, Westchester, IL 60154, Phone (708)343-2522.

AUTOMATIC DUPLEXING 1:2, 2:2 & 2:1: 1:2, Machine allows the operator to produce two-sided copies from one-sided originals without set-up (other than programming) and in a continuous operation performed without intervention. 2:2, Machine allows the operator to produce two-sided copies from two-sided originals without set-up (other than programming) and in a continuous operation performed without intervention. 2:1, Machine allows the

DIGITAL PHOTOCOPIER SPECIAL CONTRACT TERMS AND CONDITIONS

operator to produce one-sided copies from two sided originals without set-up (other than programming) and in a continuous operation performed without intervention.

AUTOMATIC CONTRAST CONTROL: A control that automatically adjusts the lightness and darkness of copy images.

REVERSING AUTOMATIC DOCUMENT FEEDER (RADF): A document feeding device that automatically reverses and inverts two-sided originals to copy each side.

BOOK COPY: Copying two single copies (one of each page) from a book or other bound document that is spread on the platen.

BYPASS: Enabling the operator to manually feed multiple sheets of media into the machine. This is used for printing multiple sheets of paper, transparencies or labels.

NETWORK CAPABLE (Categories 1-A, 1-B & 2): The machine includes all necessary hardware & software to enable it to be wired/cabled to a State network (Network Interface Card and cabling to be purchased separately).

COPIES PER MINUTE/PAGES PER MINUTE: Up to and including the highest number of one-sided letter size (8 ½ x 11) copies produced at the end of a one-minute production cycle not including the first time copy. The following methods may be applied as appropriate: Copying a single original from the exposure platen, thereby producing a certain number of multiple copies during the timed interval or; timing the copying process of a selected multiple original productivity cycle while utilizing the document feeder.

DIGITAL COPIER: A copier that incorporates a digital scanner to digitize the image, store the image in memory and produce copies from the memory. Digital copiers use "SCAN ONCE, PRINT MANY" technology.

FINISHER: The capability to automatically deliver, staple, and stack copied sets into the output tray.

JOB PROGRAMMING: This feature allows the operator to program sequences of instructions needed to execute a complicated copying job so that the operator can set it all in motion whenever wanted at the press of just one or two buttons.

LARGE CAPACITY TRAY/CASSETTE (LCT/LCC): An option to increase the paper capacity of the copier. It will usually hold 1,000 sheets or more.

PCL: Printer Control Language.

PHOTO MODE: A feature that enhances the ability of a copier to copy halftones or photographs.

SCAN ONCE, PRINT MANY: The ability to scan originals once into the memory of the machine and print as many copies as required from the machine's memory.

STAPLER / STITCHER: A mechanism which staples or stitches each copy set without operator intervention.

BIDDING SCHEDULE

Pre-Payment Billing: At the option of the agency, Bidder **may** provide for pre-payment of fixed monthly costs (minus over-run). Is there a discount for pre-payment of fixed monthly costs (minus over-run) for quarterly; semi-annual, and annual billing for both rentals or maintenance of purchased copiers?

PLEASE CIRCLE ONE: YES **NO**
If yes, what is the pre-payment discount?

QUARTERLY _____% SEMI-ANNUAL _____% ANNUAL _____%

- 2) **Combined Billing:** At the option of a State Agency, Bidder may combine billing for all of that particular agency's machines. If so, all that agency's machines (including additions during the billing cycle) are to be itemized on the same billing. Can you provide Agency Combined Billing capability?

PLEASE CIRCLE ONE: **YES** NO

If yes, please describe the process, minimum requirements, and any limitations.

A CUSTOMIZED SUMMARY BILL CAN BE PROVIDED FOR EACH AGENCY AT NO CHARGE. RICON CAN PROVIDE SAMPLE SUMMARY BILL FORMATS UPON REQUEST.

- 3) **Billing for Copy/Impression charges, Rental charges, and Full Service Maintenance charges:** The Contractor is required to bill monthly or as otherwise agreed by both parties.

BIDDER CHECKLIST

Bidders are required to respond with a SEALED MANUAL BID.

Have you included the following items documents with your bid?

Yes

1. Manually signed Invitation to Bid page with an original (not photocopied) signature for each bid being submitted.
2. Acknowledgement of any Addendums as required
3. Certification/Authorization from Manufacturer
4. Dealer Representative/Service Provider for all Major Idaho City Areas
5. Brochures/Specifications for models bid
6. Completed **Revised** Bidding Schedules for all Areas being bid
7. This Page

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PUBLIC AGENCY CLAUSE: Contract prices shall be extended to other "Public Agencies" as defined in Section #67-2327 of the Idaho Code, which reads: "Public Agency" means any city or political subdivision of this state, including, but not limited to counties; school districts; highway districts; port authorities; instrumentalities of counties; cities or any political subdivision created under the laws of the State of Idaho. It will be the responsibility of the Public Agency to independently contract with the vendor and/or comply with any other applicable provisions of Idaho Code governing public contracts.

Question: Will you honor this Public Agency clause? YES ☒ or NO ☐

BIDDER (COMPANY) NAME: RICON CORPORATION

BIDDING SCHEDULE

BIDDER INFORMATION

BIDDER (Company) Name: RICON CORPORATION

List the Dealer Representative/Service Provider for each Major Idaho City Area. (Bidder may list more than one for any City if they wish to do so). Make additional copies of this form, complete and return them if additional Dealer Representative/Service Providers are to be included.

Area A, Coeur d'Alene:

Name: IKON OFFICE SOLUTIONS Brand: RICON
 Address: 8815 E. MISSION SPOKANE WA 99012
 e-mail: BRICOLIN@IKON.COM
 Telephone No. 800-935-8228 Facsimile: 509-891-9200

Area A, Lewiston:

Name: IKON OFFICE SOLUTIONS Brand: RICON
 Address: 1710 19TH AVE, LEWISTON ID 83501
 e-mail: MMEYER@IKON.COM
 Telephone No. 800-746-5390 Facsimile: 208-746-5532

Area B, Boise:

Name: IKON OFFICE SOLUTIONS Brand: _____
 Address: 8005. INDUSTRY WAY #150, MERIDIAN ID 83642
 e-mail: JSMILEY@IKON.COM
 Telephone No. 800-767-9959 Facsimile: 208-846-9531

Area B, Twin Falls:

Name: IKON OFFICE SOLUTIONS Brand: RICON
 Address: 450 FALLS AVE #103, TWIN FALLS ID 83301
 e-mail: JSMILEY@IKON.COM
 Telephone No. 208-539-2473 Facsimile: 208-739-6050

Area C, Pocatello:

Name: IKON OFFICE SOLUTIONS Brand: RICON
 Address: 2312 W. HERITAGE CIRCLE #104, IDAHO FALLS ID 83412
 e-mail: JSMILEY@IKON.COM
 Telephone No. 800-998-2091 Facsimile: 208-522-4395

Area C, Idaho Falls:

Name: IKON OFFICE SOLUTIONS Brand: RICON
 Address: 2312 HERITAGE CIRCLE #1, IDAHO FALLS ID 83412
 e-mail: JSMILEY@IKON.COM
 Telephone No. 800-998-2091 Facsimile: 208-522-4395

BIDDING SCHEDULE

BIDDER INFORMATION

BIDDER (Company) Name: RICON CORPORATION

List the Dealer Representative/Service Provider for each Major Idaho City Area. (Bidder may list more than one for any City if they wish to do so). Make additional copies of this form, complete and return them if additional Dealer Representative/Service Providers are to be included.

Area A, Coeur d'Alene:

Name: HAH BUSINESS SYS. Brand: RICON
Address: 5140 E. SELTICE WAY POST FALLS ID 83816
e-mail: SHALL22243@AOL.COM
Telephone No. 800-835-1503 Facsimile: 208-773-9610

Area A, Lewiston:

Name: HAH BUSINESS SYS Brand: RICON
Address: 733 5TH ST CLARKSTON WA 99403
e-mail: SHALL22243@AOL.COM
Telephone No. 509-758-2680 Facsimile: 208-773-9610

Area B, Boise:

Name: BOISE OFFICE EQUIPMENT Brand: RICON
Address: 10009 W. EMERALD ST #100 BOISE ID 83704
e-mail: BKELLY@BOEWEB.COM
Telephone No. 208-377-1666 Facsimile: 208-377-1048

Area B, Twin Falls:

Name: BOISE OFFICE EQUIPMENT Brand: RICON
Address: 10009 W. EMERALD ST. #100 BOISE ID 83704
e-mail: BKELLY@BOEWEB.COM
Telephone No. 208-377-1666 Facsimile: 208-377-1048

Area C, Pocatello:

Name: _____ Brand: _____
Address: _____
e-mail: _____
Telephone No. _____ Facsimile: _____

Area C, Idaho Falls:

Name: _____ Brand: _____
Address: _____
e-mail: _____
Telephone No. _____ Facsimile: _____

RENTAL BIDDING SCHEDULE

CATEGORY 1-A: MONTHLY VOLUME RANGE - 0 to 1,500

SPECIAL REQUIRED FEATURES:

1. Must have copy and print speed of TEN (10) per minute.
2. Must have Scan once Print many technology.
3. Resolution: 400 dpi Scan, 400 dpi Print.
4. Must have a single sheet Bypass or Bypass tray.
5. Must have 250 sheet paper capacity.
6. Must have copy selection capability up to 99 copies.
7. Must have a non-resettable copy counter.
8. Must have a fixed platen.
9. Must have a Stand/Cabinet.
10. Zoom Lens
11. Must Use electrical facilities of a standard (not dedicated) 110/115 volt outlet.
12. Special installation costs such as changing face plates, dedicated lines or higher voltage requirements will be borne by the Contractor.
13. Ability to copy printed material onto 8-1/2" x 11" and 8-1/2" x 14" stock.
14. Memory: Must scan into memory at least 20 pages.

Bidder Description, Comments/Exceptions

Speed: 13 CPM
INCL
600X600
Describe: 100 SHEET BYPASS
Total Capacity: 250 SHEETS INCL
99 COPIES
INCL
INCL
INCL
Describe Zoom: 50 % to 200 %
STANDARD, 120V
NA
YES
INCL.

BIDDER: RICOH CORPORATION

AREAS Bidding: A ✓ B ✓ C ✓ (See Attached Area Map)

BRAND / MODEL: RXON IAFIC10 1013

RATED SPEED: 13 CPM DELIVERY: 30 days ARO

RENTAL PRICING - 1 YEAR (with option to renew one time)

1. Including all supplies (except paper)
 - a. Under 50 miles
 - b. 50 - 100 miles
 - c. over 100 miles

Base Cost per Month, |
Zero copies included. | Impression Charge
\$ 26.81 /month | \$.0072/copy /Month
\$ 26.81 /month | \$.0072/copy /Month
\$ 26.81 /month | \$.0072/copy /Month

RENTAL PRICING - 3 YEAR (Fixed Term)

2. Including all supplies (except paper)
 - a. Under 50 miles
 - b. 50 - 100 miles
 - c. over 100 miles

Base Cost per Month, |
Zero copies included. | Impression Charge
\$ 25.47 /month | \$.0074/copy /Month
\$ 25.47 /month | \$.0074/copy /Month
\$ 25.47 /month | \$.0074/copy /Month

3. Electrical Plug and Power Source Requirement: 3 PRONG, STD. OUTLET

(Category 1-A, Rental Bidding Schedule, Continued on next page)

RENTAL BIDDING SCHEDULE

ATEGORY 1-A: MONTHLY VOLUME RANGE - 0 to 1,500

(Continued from previous page)

BIDDER: RICON CORPORATION

REQUIRED ACCESSORIES: NOTE – Failure to provide and price the following Required Accessories may result in rejection of the bid. **DO NOT** include the following accessories with the above machine unless the model is not available from the manufacturer without the accessory. If accessory is included above, insert **"INCLUDED"** or **"INCL."** Unit Prices must include **installation and Full Service Maintenance, where applicable**. NOTE: The FSM cost per month for Required Accessories and Other Accessories shall be fixed for a three (3) year period following delivery and acceptance and shall not be subject to surcharges for remote copier locations.

		1 Year Rental Monthly Price	3 Year Rental Monthly Price	Maintenance per copy
1.	Parallel Print Connection or similar	\$ <u>16.24</u> /mo	\$ <u>15.43</u> /mo	\$ <u>INCL</u> /cy
2.	NETWORK CONNECTION			
	Ethernet	\$ <u>INCL</u> (One Time Cost)	\$ <u>INCL</u> /mo	\$ <u>INCL</u> /mo
	Token Ring	\$ <u>"</u> (One Time Cost)	\$ <u>"</u> /mo	\$ <u>"</u> /mo
	Appletalk	\$ <u>"</u> (One Time Cost)	\$ <u>"</u> /mo	\$ <u>"</u> /mo

Other Accessories: The "Other Accessories" will become a part of the contract, but will not be used in the cost evaluation of the bid. Please include all the manufacturer's standard accessories. Use additional pages if necessary.

	1 Year Rental Monthly Price	3 Year Rental Monthly Price	Maintenance per copy
Dual paper trays (if available) with a paper size selection feature	\$ <u>6.35</u> /mo	\$ <u>6.03</u> /mo	\$ <u>INCL</u> /cy
Describe :	<u>500 SHEET A00'L PAPER BANK</u>		

Cat # / Description:	<u>410775 1 POSTSCRIPT LEVEL 2</u>	<u>6.64</u> /mo	\$ <u>6.31</u> /mo	\$ <u>"</u> /cy
Cat # / Description:	<u>410902 1 AUTO. DOC. FEEDER</u>	\$ <u>6.04</u> /mo	\$ <u>5.74</u> /mo	\$ <u>"</u> /cy
Cat # / Description:	<u>001342H14 32 MB MEMORY</u>	\$ <u>3.58</u> /mo	\$ <u>3.40</u> /mo	\$ <u>"</u> /cy
Cat # / Description:	<u>000829H14 64 MB MEMORY</u>	\$ <u>6.67</u> /mo	\$ <u>6.34</u> /mo	\$ <u>"</u> /cy
Cat # / Description:	<u>001025H14 128 MB MEMORY</u>	\$ <u>9.44</u> /mo	\$ <u>8.97</u> /mo	\$ <u>"</u> /cy
Cat # / Description:	<u>1</u>	\$ <u> </u> /mo	\$ <u> </u> /mo	\$ <u> </u> /cy
Cat # / Description:	<u>1</u>	\$ <u> </u> /mo	\$ <u> </u> /mo	\$ <u> </u> /cy

RENTAL BIDDING SCHEDULE

CATEGORY 1-B: MONTHLY VOLUME RANGE - 1,501 to 3,000

REQUIRED MINIMUM FEATURES:

1. Copy and print speed of Fifteen (15) per minute.
2. Scan once Print many technology.
3. Resolution: 400 dpi Scan, 600 dpi Print.
4. ADF with minimum capacity of 30 sheets
5. Minimum Single Sheet Bypass or Bypass Tray.
6. At least 250 sheet paper capacity.
7. Minimum copy selection capability up to 99 copies.
8. Non-resettable copy counter.
9. Fixed platen.
10. Stand/Cabinet.
11. Must Use electrical facilities of a standard (not dedicated) 110/115 volt outlet.
12. Special installation costs such as changing face plates, dedicated lines or higher voltage requirements will be borne by the Contractor.
13. Ability to copy printed material onto 8-1/2" x 11" and 8-1/2" x 14" stock.
14. Separate paper trays for each size of stock must be included.
15. Memory: Must scan into memory at least 60 Pages.

Bidder Description, Comments/Exceptions

Speed: 15 CPM
INCL
 Resolution: 600 X 600
 ADF Capacity: 30 SHEETS
 Describe: 100 SHEET BYPASS
 Total Capacity: 250 INCL
99
INCL
"
"

STANDARD OUTLET, 120V
UP TO 11X17
INCL
INCL

BIDDER: RICON CORPORATION

AREAS Bidding: A ✓ B ✓ C ✓ (See Attached Area Map)

BRAND / MODEL: RICON IA FIC10 7015

RATED SPEED: 15 CPM DELIVERY: 30 days ARO

RENTAL PRICING - 1 YEAR (with option to renew one time)

1. Including all supplies (except paper)

- a. Under 50 miles
- b. 50 - 100 miles
- c. over 100 miles

Base Cost per Month	Zero copies included	Impression Charge
\$ <u>44.60</u> /month	\$ <u>.0072</u> /copy	
\$ <u>"</u> /month	\$ <u>"</u> /copy	
\$ <u>"</u> /month	\$ <u>"</u> /copy	

RENTAL PRICING - 3 YEAR (Fixed Term)

2. Including all supplies (except paper)

- a. Under 50 miles
- b. 50 - 100 miles
- c. over 100 miles

Base Cost per Month	Zero copies included	Impression Charge
\$ <u>42.37</u> /month	\$ <u>.0072</u> /copy	
\$ <u>"</u> /month	\$ <u>"</u> /copy	
\$ <u>"</u> /month	\$ <u>"</u> /copy	

3. Electrical Plug and Power Source Requirement: 3 PRONG, STD. OUTLET

(Category 1-B, Rental Bidding Schedule, continued on next page)

RENTAL BIDDING SCHEDULE

CATEGORY 1-B: MONTHLY VOLUME RANGE – 1,501 to 3,000

(Continued from previous page)

BIDDER: RECON CORPORATION

REQUIRED ACCESSORIES: NOTE – Failure to provide and price the following Required Accessories may result in rejection of the bid. **DO NOT** include the following accessories with the above machine unless the model is not available from the manufacturer without the accessory. If accessory is included above, insert “INCLUDED” or “INCL.” Unit Prices must include **installation and Full Service Maintenance, where applicable**. NOTE: The FSM cost per month for Required Accessories and Other Accessories shall be fixed for a three (3) year period following delivery and acceptance and shall not be subject to surcharges for remote copier locations.

		1 Year Rental Monthly Price	3 Year Rental Monthly Price	Maintenance per copy
1.	Parallel Print Connection or similar	\$ /mo	\$ /mo	\$ /cy
2.	NETWORK CONNECTION	Price	1 Year Rental Monthly Price	3 Year Rental Monthly Price
	Ethernet	\$ <u>INCL.</u> (One Time Cost)	\$ <u>INCL</u> /mo	\$ <u>INCL</u> /mo
	Token Ring	\$ <u>11</u> (One Time Cost)	\$ <u>11</u> /mo	\$ <u>11</u> /mo
	Appletalk	\$ <u>11</u> (One Time Cost)	\$ <u>11</u> /mo	\$ <u>11</u> /mo

Other Accessories: The “Other Accessories” will become a part of the contract, but will not be used in the cost evaluation of the bid. Please include all the manufacturer’s standard accessories. Use additional pages if necessary.

		1 Year Rental Monthly Price	3 Year Rental Monthly Price	Maintenance per copy
1.	Additional Capacity paper trays	\$ <u>10.87</u> /mo	\$ <u>10.33</u> /mo	\$ <u>INCL.</u> /cy
	Describe : <u>ADDITIONAL 500 SHEET TRAY</u>			
2.	Zoom lens - Percentages: <u>50</u> % to <u>200</u> %	\$ <u>STD</u> /mo	\$ <u>STD</u> /mo	\$ <u>INCL.</u> /cy
3.	Single sheet by-pass or a by-pass tray.	\$ <u>STD.</u> /mo	\$ <u>STD.</u> /mo	\$ <u>11</u> /cy
	Describe : <u>100 SHEET BYPASS</u>			

Cat # / Description:	<u>410760 1500X2 PAPER BANK</u>	\$ <u>22.35</u> /mo	\$ <u>21.23</u> /mo	\$ <u>INCL.</u> /cy
Cat # / Description:	<u>001342 MID 32 MB MEMORY</u>	\$ <u>3.58</u> /mo	\$ <u>3.40</u> /mo	\$ <u>11</u> /cy
Cat # / Description:	<u>410775 1 POSTSCRIPT 2</u>	\$ <u>6.64</u> /mo	\$ <u>6.31</u> /mo	\$ <u>11</u> /cy
Cat # / Description:	<u>001025 MID 128 MB MEMORY</u>	\$ <u>9.44</u> /mo	\$ <u>8.97</u> /mo	\$ <u>11</u> /cy
Cat # / Description:	<u>410783 1 FAX OPTION</u>	\$ <u>12.00</u> /mo	\$ <u>11.40</u> /mo	\$ <u>11</u> /cy
Cat # / Description:	<u>410781 1 HANDSET</u>	\$ <u>1.19</u> /mo	\$ <u>1.13</u> /mo	\$ <u>11</u> /cy
Cat # / Description:	<u>1</u>	\$ /mo	\$ /mo	\$ /cy
Cat # / Description:	<u>1</u>	\$ /mo	\$ /mo	\$ /cy

RENTAL BIDDING SCHEDULE

CATEGORY 2 - MONTHLY VOLUME RANGE - 3,001 to 7,500

General Required Features: Unless otherwise modified or superseded by the SPECIAL REQUIRED FEATURES listed below, the machine bid for this category MUST have the ALL the minimum **General Required Features** as required (see Page # 16) in the GENERAL SPECIFICATIONS SECTION, above.

SPECIAL REQUIRED FEATURES:

Bidder Description, Comments/Exceptions

1. Copy/print speed: TWENTY (20) or more per minute.
2. Sources: Minimum 2 x 250; Minimum total capacity 550
3. Bypass tray with 50 sheet minimum capacity.
4. Offset catch tray, minimum capacity 200 sheets.
5. **ADF with 40 sheet capacity**
6. Zoom Lens, Minimum 50%-200%
7. Electronic Copy Auditing Control, minimum 50 Accounts
8. Must scan to memory a minimum of 60 pages.
9. **Minimum: Must allow manual duplex by user**

Speed: 22CPM
 Describe: 1100 SHEETS INCL
 Capacity: 100 SHEETS
 Capacity: UP TO PAPER CAPACITY
 Capacity: 505 SHEETS
 Percentages: 25 % to 400 %
 # of Codes: 100
 Memory: 64 MB
AUTO DUPLEX INCL.

BIDDER: RICOH CORPORATION

AREAS Bidding: A ✓ B ✓ C ✓ (See Attached Area Map)

BRAND / MODEL: RICOH AFICIO 2022

RATED SPEED: 22 CPM DELIVERY: 30 days ARO

RENTAL PRICING - 1 YEAR (with option to renew one time)

1. Including all supplies (except paper)
 - a. Under 50 miles
 - b. 50 - 100 miles
 - c. over 100 miles

Base Cost per Month
 Zero copies included | Impression Charge
 \$ 85.06 /month | \$.0072 /copy
 \$ " /month | \$ " /copy
 \$ " /month | \$ " /copy

RENTAL PRICING - 3 YEAR (Fixed Term)

2. Including all supplies (except paper)
 - a. Under 50 miles
 - b. 50 - 100 miles
 - c. over 100 miles

Base Cost per Month
 Zero copies included | Impression Charge
 \$ 80.81 /month | \$.0072 /copy
 \$ " /month | \$ " /copy
 \$ " /month | \$ " /copy

3. Electrical Plug and Power Source Requirement: 3 PHASE, STANDARD OUTLET, 120V

(Category 2, Rental Bidding Schedule, continued on next page)

RENTAL BIDDING SCHEDULE

CATEGORY 2 - MONTHLY VOLUME RANGE - 3,001 to 7,000

(Continued from Previous Page)

IDDER: RICON CORPORATION

REQUIRED ACCESSORIES: NOTE - Failure to provide and price the following Required Accessories may result in rejection of the bid. DO NOT include the following accessories with the above machine unless the model is not available from the manufacturer without the accessory. If accessory is included above, insert "INCLUDED" or "INCL." Unit Prices must include installation and Full Service Maintenance, where applicable. NOTE: The FSM cost per month for Required Accessories and Other Accessories shall be fixed for a three (3) year period following delivery and acceptance and shall not be subject to surcharges for remote copier locations.

		1 Year Rental Monthly Price	3 Year Rental Monthly Price	Maintenance per Copy
1.	Parallel Print connection or similar	\$ <u>31.82</u> /mo	\$ <u>30.23</u> /mo	\$ <u>INCL</u> /cy
2.	NETWORK CONNECTION	Price	1 Year Rental	3 Year Rental
	Ethernet	\$ <u>INCL</u> (One Time Cost)	\$ <u>INCL</u> /mo	\$ <u>INCL</u> /mo
	Token Ring	\$ <u>"</u> (One Time Cost)	\$ <u>"</u> /mo	\$ <u>"</u> /mo
	Appletalk	\$ <u>"</u> (One Time Cost)	\$ <u>"</u> /mo	\$ <u>"</u> /mo
3.	Finisher that will make 15 sheet sets with one place stapling minimum 300 sheet capacity, Sizes 5 1/2 x 8 1/2 to 11 x 14.	\$ <u>22.48</u> /mo	\$ <u>21.36</u> /mo	\$ <u>INCL</u> /cy

Other Accessories: The "Other Accessories" will become a part of the contract, but will not be used in the cost evaluation of the bid. Please include all the manufacturer's standard accessories. Use additional pages if necessary.

Memory Upgrade \$ 122 (One Time Cost)

Describe : 32 MB

Coin-op (Compatible with newest US Currencies)	\$ <u>NA</u> /mo	\$ <u>NA</u> /mo	\$ <u>NA</u> /cy	PURCHASE ONLY
Automatic Duplex	\$ <u>INCL</u> /mo	\$ <u>INCL</u> /mo	\$ <u>INCL</u> /cy	
Cat # / Description <u>410955 1 2X500 SHEET PAPER TRAY</u>	\$ <u>22.52</u> /mo	\$ <u>21.39</u> /mo	\$ <u>"</u> /cy	
Cat # / Description <u>410958 12000 SHEET LCT</u>	\$ <u>25.97</u> /mo	\$ <u>24.67</u> /mo	\$ <u>"</u> /cy	
Cat # / Description: <u>410972 11000 SHEET FINISHER</u>	\$ <u>30.20</u> /mo	\$ <u>28.69</u> /mo	\$ <u>"</u> /cy	
Cat # / Description <u>411607 1 POSTSCRIPT 3</u>	\$ <u>10.99</u> /mo	\$ <u>10.44</u> /mo	\$ <u>"</u> /cy	
Cat # / Description: <u>411716 1 HARD DISK DR</u>	\$ <u>6.46</u> /mo	\$ <u>6.14</u> /mo	\$ <u>"</u> /cy	
Cat # / Description: <u>411446 1 FAX OPTION</u>	\$ <u>20.87</u> /mo	\$ <u>19.83</u> /mo	\$ <u>"</u> /cy	
Cat # / Description: <u>410781 1 HANDSET</u>	\$ <u>10.19</u> /mo	\$ <u>10.13</u> /mo	\$ <u>"</u> /cy	
Cat # / Description <u>410961 1 1 BIN TRAY</u>	\$ <u>5.78</u> /mo	\$ <u>5.49</u> /mo	\$ <u>"</u> /cy	

RENTAL BIDDING SCHEDULE

CATEGORY 3 - MONTHLY VOLUME RANGE - 7,001 to 15,000

General Required Features: Unless otherwise modified or superseded by the SPECIAL REQUIRED FEATURES listed below, the machine bid for this category MUST have the ALL the minimum **General Required Features** as required (see Page # 16) in the GENERAL SPECIFICATIONS SECTION, above.

SPECIAL REQUIRED FEATURES:

- 1 Copy/print speed: Thirty (30) or more per minute.
- 2 Stack-less automatic duplexing
- 3 Electronic sorting.
- 4 Bypass tray with 50 sheet minimum capacity.
- 5 RADF up to 11 x 17 with minimum 50 sheet capacity.
- 6 Sources: Minimum 3, Minimum total capacity 2050
- 7 Zoom Lens:
- 8 Electronic Copy Auditing Control, minimum 50 Accounts
- 9 Quantity Indicator up to at least 999
- 10 Finisher: Offset, with ability to unload while operating; 300 sheet capacity;
30 sheet sets with one-place stapling, Sizes 5 1/2 x 8 1/2 to 8 1/2 X 11,
and 20 sheet sets for sizes 8 1/2 X 14 to 11 x 17.

Bidder Description, Comments/Exceptions

Speed: 35 CPM
INCL.
INCL.
Capacity: 505 sheets
Capacity: 808 sheets
Describe: 2050 INCL
Describe: 25 % to 400 %
of Codes: 100
Quantity: 999

- 11 Memory: Must scan into memory at least 100 Pages. Describe Finisher: 1000 sheets; 50 sheet 8 1/2 x 11; 30 - 11x17
Memory Capacity: 100 Pages
- 12 Ethernet Network Ready INCL.

BIDDER: RICON CORPORATION

AREAS Bidding: A ☒ B ☒ C ☒ (See Attached Area Map)

BRAND / MODEL: RICON 1000 2035

RATED SPEED: 35 CPM DELIVERY: 30 days ARO

RENTAL PRICING - 1 YEAR (with option to renew one time)

1. Including all supplies (except paper)

- a. Under 50 miles
- b. 50 - 100 miles
- c. over 100 miles

Base Cost per Month	Zero copies included	Impression Charge
\$ <u>186.76</u> /month	\$ <u>.0065</u> /copy	
\$ <u>"</u> /month	\$ <u>"</u> /copy	
\$ <u>"</u> /month	\$ <u>"</u> /copy	

Deduct this FIXED MONTHLY AMOUNT if not Ethernet Network Ready: \$32.53 /month

RENTAL PRICING - 3 YEAR (Fixed Term)

2. Including all supplies (except paper)

- a. Under 50 miles
- b. 50 - 100 miles
- c. over 100 miles

Base Cost per Month	Zero copies included	Impression Charge
\$ <u>177.42</u> /month	\$ <u>.0065</u> /copy	
\$ <u>"</u> /month	\$ <u>"</u> /copy	
\$ <u>"</u> /month	\$ <u>"</u> /copy	

Deduct this FIXED MONTHLY AMOUNT if not Ethernet Network Ready: \$30.90 /month

3. Electrical Plug and Power Source Requirement: 3 PRONG, STD OUTLET, 120 VOLT

(Category 3, Rental Bidding Schedule, continued on next page)

RENTAL BIDDING SCHEDULE

CATEGORY 3 - MONTHLY VOLUME RANGE - 7,501 to 15,000

(Continued from previous page)

BIDDER: _____

REQUIRED ACCESSORIES: Price the following accessories. Include cost for maintenance, if applicable, and any installation and/or removal costs. If Items 2, 3, 4, or 5 are included with the machine as bid on the previous page please indicate by inserting "INCL." NOTE: The Maintenance Cost per Copy for Required Accessories and Other Accessories shall be fixed for the full rental period following delivery and acceptance and shall not be subject to surcharges for remote copier locations.

- | | 1 Year Rental
Monthly Price | 3 Year Rental
Monthly Price | Maintenance
per copy |
|--|---|--------------------------------|-------------------------|
| 1. Without Finisher – i.e., Price without required Item # 1, Above: | \$133.67 /mo | \$126.99 /mo | INCL /cy |
| 2. Finisher, offset, minimum 1000 sheet capacity; ability to unload while operating;
30 sheet sets with multiple-position stapling ;
sizes 8 1/2 x 11 and 20 sheets for 8 1/2 X14 to 11 x 17. | \$20.56 | \$19.53 /Month | |
| Describe Finisher: | 1000SHEET; 50SHEET STAPLE 8 1/2 x 11; 30SHEET 11x17 | | |
| 3. Large Capacity Tray, Minimum 1500 sheets 20# Bond | \$14.00 /mo | \$13.30 /mo | INCL /cy |
| Describe : | 1500 SHEETS; 16-28LB BOND | | |
| 4. Ethernet, Network Connection actions only | \$INCL (One Time Cost) | \$INCL /mo | \$INCL /mo |
| The following two Required Options Shall include all necessary Software, Hardware, Network Interface Card (either Token Ring or Appletalk), Drivers and standard cabling to allow for multiple user access via a local area/wide area network and print to the device, plus the actual Network Connection. | | | |
| Token Ring, Network Ready & Network Connection: | \$112 (One Time Cost) | \$32.53 /mo | \$30.90 /mo |
| Appletalk, Network Ready & Network Connection: | \$1675 (One Time Cost) | \$49.00 /mo | \$46.55 /mo |
| 5. Upgrade memory (Scan into memory 100 additional pages) | \$179 (One Time Cost) | | |
| Describe : | 128 MB | | |

Other Accessories: The "Other Accessories" will become a part of the contract, but will not be used in the cost evaluation of the bid. Please include all the manufacturer's standard accessories. Use additional pages if necessary.

- | | | | |
|---|-------------------|-------------------|------------|
| Scan to: E-Mail, File (TIFF, PDF), FTP, I-Fax | \$INCL EXCEPT FTP | \$INCL EXCEPT FTP | \$INCL /cy |
| Faxing Option (Walk-up Fax) | \$20.87 /mo | \$19.83 /mo | " /cy |
| Cat # / Description: 410785, 3 HOLE PUNCH | \$14.12 /mo | \$13.41 /mo | " /cy |
| Cat # / Description 411563 12000 SHEET FINISHER | \$53.97 /mo | \$51.27 /mo | " /cy |
| Cat # / Description 411334 1 BOOKLET FINISHER | \$84.47 /mo | \$80.25 /mo | " /cy |
| Cat # / Description 411491 1 CABINET | \$3.81 /mo | \$3.62 /mo | " /cy |
| Cat # / Description 410124 1 HANDSET | \$1.31 /mo | \$1.24 /mo | " /cy |
| Cat # / Description 001180111 256MB MEMORY | \$15.84 /mo | \$15.05 /mo | " /cy |

RENTAL BIDDING SCHEDULE

CATEGORY 4 - MONTHLY VOLUME RANGE - 15,001 to 25,000

General Required Features: Unless otherwise modified or superseded by the SPECIAL REQUIRED FEATURES listed below, the machine bid for this category MUST have the ALL the minimum General Required Features as required (see Page # 16) in the GENERAL SPECIFICATIONS SECTION, above.

SPECIAL REQUIRED FEATURES:

1. Copy/print speed: Forty (40) or more per minute.
2. Stackless auto duplex
3. Electronic sorting.
4. Sources: Minimum (2 x 500) + (1 x 1000)
5. Bypass tray with 50 sheet minimum capacity.
6. Minimum total capacity 2050
7. RADF up to 11 x 17 with minimum 50 sheet capacity.
8. Zoom Lens:
9. Electronic copy auditing control, minimum 50 accounts
10. At least 2 jobs to be programmed.
11. Quantity Indicator up to at least 999
12. Must have a job interrupt feature that automatically returns to original job without loss of position or collation.
13. Finisher: Offset, with ability to unload while operating; 1,000 sheet capacity; 30 sheet sets with one-place stapling, Sizes 5 1/2 x 8 1/2 to 8 1/2 X 11, and 20 sheet sets for sizes 8 1/2 X 14 to 11 x 17.
14. Must work with ACCOUNT-OR™ Systems Copy Commander
15. Memory: Must scan into memory at least 100 pages.
16. Ethernet Network Ready

Bidder Description, Comments/Exceptions

Speed: 45
INCL.
INCL.
 Sources: 4
 Capacity: 508 SHEETS
 Total Capacity: 2050 INCL.
 Capacity: 805 SHEETS
 Describe: 25 % to 400 %
 # of Codes: 100
 # of Jobs: 10000S
 Quantity: 999
INCL.
 Describe Finisher: 1000SHEET, 505SHEET-8 1/2 X 11
875 INTERFACE
INCL
INCL

BIDDER: RICOH CORPORATION

AREA(S) Bidding: A ☒ B ☒ C ☒ (See Attached Area Map)

BRAND / MODEL: RICOH 1 A FICIO 2045

RATED SPEED: 45 CPM DELIVERY: 30 days ARO

RENTAL PRICING - 1 YEAR (with option to renew one time)

	Base Cost per Month	Zero copies included	Impression Charge
1. Including all supplies (except paper)			
a. Under 50 miles	\$ <u>219.71</u> /month	\$ <u>.0065</u> /copy	
b. 50 - 100 miles	\$ <u>"</u> /month	\$ <u>4</u> /copy	
c. over 100 miles	\$ <u>"</u> /month	\$ <u>"</u> /copy	

Deduct this FIXED MONTHLY AMOUNT if not Ethernet Network Ready: \$ 32.53 /month

RENTAL PRICING - 3 YEAR (Fixed Term)

	Base Cost per Month	Zero copies included	Impression Charge
2. Including all supplies (except paper)			
a. Under 50 miles	\$ <u>208.72</u> /month	\$ <u>.0065</u> /copy	
b. 50 - 100 miles	\$ <u>"</u> /month	\$ <u>"</u> /copy	
c. over 100 miles	\$ <u>"</u> /month	\$ <u>"</u> /copy	

Deduct this FIXED MONTHLY AMOUNT if not Ethernet Network Ready: \$ 30.96 /month

3. Electrical Plug and Power Source Requirement: 3 PRONG STD. OUTLET, 120VOLT

RENTAL BIDDING SCHEDULE

CATEGORY 4 - MONTHLY VOLUME RANGE - 15,001 to 25,000

(Continued from previous page)

BIDDER: RICOH CORPORATION

REQUIRED ACCESSORIES: NOTE – Failure to provide and price the following Required Accessories may result in rejection of the bid. **DO NOT** include the following accessories with the above machine unless the model is not available from the manufacturer without the accessory. If accessory is included above, insert "INCLUDED" or "INCL." Unit Prices must include **installation and Full Service Maintenance, where applicable**. NOTE: The FSM cost per month for Required Accessories and Other Accessories shall be fixed for a three (3) year period following delivery and acceptance and shall not be subject to surcharges for remote copier locations.

- | | 1 Year Rental
Monthly Price | 3 Year Rental
Monthly Price | Maintenance
per copy |
|--|--------------------------------|--------------------------------|-------------------------|
| 1. Finisher, offset, 1,000 sheet capacity; ability to unload while operating;
30 sheet sets with multi-position stapling, Sizes 5 1/2 x 8 1/2 to 8 1/2 X 11,
and 50 sheets for 8 1/2 X 14 to 11 x 17; | \$ 20.56 /mo | \$ 19.53 /mo | \$ INCL. /cy |
| Describe Finisher: <u>1000 SNT, 50 SHEET STAPLE 8 1/2 X 11, 30 SHEET - 11 X 17</u> | | | |
| 2. Program ahead a minimum of one (1) Job. | \$ INCL /mo | \$ INCL /mo | \$ INCL /cy |
| Describe: <u>10500 PROGRAMS</u> | | | |
| 3. Ethernet, Network Connection actions only | \$ INCL (One Time Cost) | \$ INCL /mo | \$ INCL /mo |
| The following two Required Options Shall include all necessary Software, Hardware, Network Interface Card (either Token Ring or Appletalk), Drivers and standard cabling to allow for multiple user access via a local area/wide area network and print to the device, plus the actual Network Connection. | | | |
| Token Ring, Network Ready & Network Connection: | \$ 4,112 (One Time Cost) | \$ 32.53 /mo | \$ 30.90 /mo |
| Appletalk, Network Ready & Network Connection: | \$ 4,675 (One Time Cost) | \$ 49.00 /mo | \$ 46.55 /mo |
| 4. Upgrade memory (Scan into memory 100 additional pages) | \$ 179 (One Time Cost) | | |
| Describe: <u>128 MB</u> | | | |
| 5. Optional larger capacity paper trays, minimum 500 additional sheets
to bring minimum paper capacity to 2,550 sheets. | | | |
| Describe: <u>ADD'L 1500 SHEET TRAY</u> | \$ 14.00 /mo | \$ 13.30 /mo | \$ INCL. /cy |

Other Accessories: The "Other Accessories" will become a part of the contract, but will not be used in the cost evaluation of the bid. Please include all the manufacturer's standard accessories. Use additional pages if necessary.

ACCOUNTOR™ Interface/Connector -PURCHASE ONLY	\$ NA /mo	\$ NA /mo	\$ NA /cy
Scan to: E-Mail, File (TIFF, PDF), FTP, IFax	\$ INCL EXCEPT /mo	\$ INCL EXCEPT /mo	\$ INCL /cy
Faxing Option (Walk-up Fax)	\$ 20.87 /mo	\$ 19.83 /mo	\$ " /cy
Cat # / Description: <u>410785 13 HOLE PUNCH</u>	\$ 14.12 /mo	\$ 13.41 /mo	\$ " /cy
Cat # / Description: <u>411563 12000 SHEET FINISHER</u>	\$ 53.97 /mo	\$ 51.27 /mo	\$ " /cy
Cat # / Description: <u>411334 1 BOOKLET FINISHER</u>	\$ 84.47 /mo	\$ 80.25 /mo	\$ " /cy
Cat # / Description: <u>411491 1 CABINET</u>	\$ 3.81 /mo	\$ 3.62 /mo	\$ " /cy

RENTAL BIDDING SCHEDULE

CATEGORY 5 - MONTHLY VOLUME RANGE - 25,001 to 40,000

General Required Features: Unless otherwise modified or superseded by the SPECIAL REQUIRED FEATURES listed below, the machine bid for this category MUST have the ALL the minimum General Required Features as required (see Page # 16) in the GENERAL SPECIFICATIONS SECTION, above.

SPECIAL REQUIRED FEATURES:

Bidder Description, Comments/Exceptions

- | | |
|--|--|
| 1. Copy/print speed: Fifty (50) or more per minute. | Speed: <u>55 CPM</u> |
| 2. Stackless auto duplex. | <u>INCL</u> |
| 3. Electronic sorting | <u>INCL</u> |
| 4. Sources: Minimum (2 x 500) + (1 x 2000). | Describe Sources: <u>4250 SHTS INCL - 5 SOURCES</u> |
| 5. Bypass tray with 50 sheet minimum capacity. | Bypass capacity: <u>50 SHEET</u> |
| 6. Minimum total capacity 3050. | Total Capacity: <u>4250 SHT</u> |
| 7. RADF up to 11 x 17 with minimum 50 sheet capacity. | Capacity: <u>100 SHEETS</u> |
| 8. Zoom Lens: | Describe: <u>25 % to 400 %</u> |
| 9. Electronic copy auditing control, minimum 100 accounts. | # of Codes: <u>500</u> |
| 10. At least 5 jobs to be programmed. | # of Jobs: <u>10</u> |
| 11. Quantity Indicator up to at least 999. | Quantity: <u>999</u> |
| 12. Must have a job interrupt feature that automatically returns to original job without loss of position or collation. | <u>INCL</u> |
| 13. Finisher: Offset, with ability to unload while operating; 1,000 sheet capacity; 50 sheet sets with <u>one-place stapling</u> , Sizes 5 1/2 x 8 1/2 to 8 1/2 x 14, and 30 sheet sets for sizes 11 x 17. | Describe: <u>3000 SHTS, STAPLER 50-8 1/2 x 14, 75 INTERFACE 30-11 x 17</u> |
| 14. Must work with ACCOUNT-OR™ Systems Copy Commander | Memory: <u>2GB HARD DRIVE</u> |
| 15. Memory: Must scan into memory at least 200 pages. | <u>INCL.</u> |
| 16. Ethernet Network Ready | |

BIDDER: RICOH CORPORATION

AREAS Bidding: A ✓ B ✓ C ✓ (See Attached Area Map)

BRAND / MODEL: RICOH AF1010 1055

RATED SPEED: 55 CPM DELIVERY: 30 days ARO

RENTAL PRICING - 1 YEAR (with option to renew one time)

	Base Cost per Month	Zero copies included	Impression Charge
1. Including all supplies (except paper)			
a. Under 50 miles	\$ <u>270.78</u> /month	\$ <u>0.0062</u> /copy	
b. 50 - 100 miles	\$ <u>11</u> /month	\$ <u>11</u> /copy	
c. over 100 miles	\$ <u>11</u> /month	\$ <u>11</u> /copy	

Deduct this FIXED MONTHLY AMOUNT if not Ethernet Network Ready: \$42.41 /month

RENTAL PRICING - 3 YEAR (Fixed Term)

	Base Cost per Month	Zero copies included	Impression Charge
2. Including all supplies (except paper)			
a. Under 50 miles	\$ <u>257.24</u> /month	\$ <u>0.0062</u> /copy	
b. 50 - 100 miles	\$ <u>11</u> /month	\$ <u>11</u> /copy	
c. over 100 miles	\$ <u>11</u> /month	\$ <u>11</u> /copy	

Deduct this FIXED MONTHLY AMOUNT if not Ethernet Network Ready: \$40.29 /month

3. Electrical Plug and Power Source Requirement: 3 PRONG DEDICATED OUTLET, 120 VOLT

RENTAL BIDDING SCHEDULE

CATEGORY 5 - MONTHLY VOLUME RANGE - 25,001 to 40,000

(Continued from previous page)

BIDDER: RICOH CORPORATION

REQUIRED ACCESSORIES: NOTE – Failure to provide and price the following Required Accessories may result in rejection of the bid. **DO NOT** include the following accessories with the above machine unless the model is not available from the manufacturer without the accessory. If accessory is included above, insert "INCLUDED" or "INCL." Unit Prices must include **installation and Full Service Maintenance, where applicable**. NOTE: The FSM cost per month for Required Accessories and Other Accessories shall be fixed for a three (3) year period following delivery and acceptance and shall not be subject to surcharges for remote copier locations.

1 Year Rental | 3 Year Rental | Maintenance
Monthly Price | Monthly Price | per copy

1. Optional larger capacity paper trays, minimum 500 additional sheets to bring minimum paper capacity to 3,550 sheets.

Describe: 3,500 SHEET LCT \$33.83 /mo | \$32.14 /mo | \$1 INCL /cy

2. Finisher, offset, 1,000 sheet capacity; ability to unload while operating;
30 sheet sets with **multi-position stapling**, Sizes 5 1/2 x 8 1/2 to 8 1/2 x 11,
and 50 sheets for 8 1/2 x 14 to 11 x 17;

\$36.56 /mo | \$34.73 /mo | \$1 INCL /cy

Describe Finisher: 3000SHEETS; STAPLER 50-8 1/2 x 11; 30-11 x 17

3. Program ahead a minimum of two (2) Jobs.

\$1 INCL. /mo | \$1 INCL /mo | \$1 INCL /cy

Describe : 10 JOBS PROGRAM AHEAD

4. Ethernet, Network Connection actions only \$1 INCL (One Time Cost) \$1 INCL /mo | \$1 INCL /mo |
The following two Required Options Shall include all necessary Software, Hardware, Network Interface Card (either Token Ring or Appletalk), Drivers and standard cabling to allow for multiple user access via a local area/wide area network and print to the device, plus the actual Network Connection.

Token Ring, Network Ready & Network Connection: \$1,449 (One Time Cost) \$42.41 /mo | \$40.29 /mo |
Appletalk, Network Ready & Network Connection: \$2,250 (One Time Cost) \$65.84 /mo | \$62.55 /mo |

5. Upgrade memory (Scan into memory 100 additional pages) \$34 (One Time Cost) \$1.00 /mo | \$0.95 /mo |

Describe : 64 MB

Other Accessories: The "Other Accessories" will become a part of the contract, but will not be used in the cost evaluation of the bid. Please include all the manufacturer's standard accessories. Use additional pages if necessary.

ACCOUNTOR™ Interface/Connector -PURCHASE ONLY \$ NA /mo | \$ NA /mo | \$ NA /cy

Scan to: E-Mail, File (TIFF, PDF), FTP, I-Fax \$ NA /mo | \$ NA /mo | \$ NA /cy

Faxing Option (Walk-up Fax) \$ 11 /mo | \$ 11 /mo | \$ 11 /cy

Electronic copy auditing control, minimum 100 additional accounts.

of Codes: 500 TOTAL \$ INCL /mo | \$ INCL /mo | \$ INCL /cy

Cat # / Description: 410543 12 HOLE PUNCH \$ 16.17 /mo | \$ 15.36 /mo | \$ 11 /cy

Cat # / Description: 410502 13 HOLE PUNCH \$ 16.17 /mo | \$ 15.36 /mo | \$ 11 /cy

Cat # / Description: 411193 1 COPY TRAY \$ 2.68 /mo | \$ 2.55 /mo | \$ 4 /cy

RENTAL BIDDING SCHEDULE

CATEGORY 6 - MONTHLY VOLUME RANGE - 40,001 to 55,000

General Required Features: Unless otherwise modified or superseded by the SPECIAL REQUIRED FEATURES listed below, the machine bid for this category MUST have the ALL the minimum General Required Features as required (see Page # 16) in the GENERAL SPECIFICATIONS SECTION, above.

SPECIAL REQUIRED FEATURES:

Bidder Description, Comments/Exceptions

- | | |
|---|---|
| 1. Copy/print speed: Sixty (60) or more per minute. | Speed: <u>60 CPM</u> |
| 2. Stackless auto duplex | <u>INCL</u> |
| 3. Electronic sorting. | <u>INCL</u> |
| 4. Sources: Minimum (2 x 500) + (1 x 2000) | Describe: <u>4300 SNTS STD-SSOURCES</u> |
| 5. Bypass tray with 50 sheet minimum capacity. | Capacity: <u>100</u> |
| 6. Minimum total capacity 3050 | Total Capacity: <u>4300 STD</u> |
| 7. RADF up to 11 x 17 with minimum 50 sheet capacity. | Capacity: <u>100</u> |
| 8. Zoom Lens: | Describe: <u>25</u> % to <u>400</u> % |
| 9. Electronic copy auditing control, minimum 200 accounts | # of Codes: <u>500</u> |
| 10. At least 5 jobs to be programmed. | # of Jobs: <u>8</u> |
| 11. Quantity selection up to at least 999 | Quantity: <u>999</u> |
| 12. Must have a job interrupt feature that automatically returns to original job without loss of position or collation. | <u>INCL</u> |
| 13. Finisher: Offset, Minimum 2000 sheet capacity unstapled. Minimum 1,000 sheet capacity if stapled; 50 sheet sets with <u>multiple-place stapling</u> , sizes 5 1/2 x 8 1/2 to 8 1/2 X 11 and 30 sheets for 8 1/2 X 14 to 11 X 17; and ability to unload while operating. | Describe Finisher: <u>3000 UNSTAPLED, 2000 STAPLED, 50 SHEETS STAPLE 8 1/2 X 11, 30-11 X 17</u> |
| 14. Must work with ACCOUNT-OR™ Systems Copy Commander | <u>875 INTERFACE</u> |
| 15. Must scan into memory at least 400 pages. | Memory: <u>40GB HARD DRIVE</u> |
| 16. Ethernet Network Ready | <u>INCL</u> |

BIDDER: RICOH CORPORATION

AREAS Bidding: A ☒ B ☒ C ☒ (See Attached Area Map)

BRAND / MODEL: RICOH IRFICIO 1060 RATED SPEED: 60 CPM

DELIVERY: 30 days ARO

RENTAL PRICING - 1 YEAR (with option to renew one time)

1. Including all supplies (except paper)	Base Cost per Month	
	Zero copies included	Impression Charge
a. Under 50 miles	\$ <u>3300.81</u> /month	\$ <u>.0059</u> /copy
b. 50 - 100 miles	\$ <u>11</u> /month	\$ <u>11</u> /copy
c. over 100 miles	\$ <u>11</u> /month	\$ <u>11</u> /copy
Deduct this FIXED MONTHLY AMOUNT if not Ethernet Network Ready:		\$ <u>37.24</u> /month

RENTAL PRICING - 3 YEAR (Fixed Term)

2. Including all supplies (except paper)	Base Cost per Month	
	Zero copies included	Impression Charge
a. Under 50 miles	\$ <u>314.27</u> /month	\$ <u>.0059</u> /copy
b. 50 - 100 miles	\$ <u>11</u> /month	\$ <u>11</u> /copy
c. over 100 miles	\$ <u>11</u> /month	\$ <u>11</u> /copy
Deduct this FIXED MONTHLY AMOUNT if not Ethernet Network Ready:		\$ <u>35.38</u> /month

3. Electrical Plug and Power Source Requirement: 3 PRONG, DEDICATED OUTLET, 120 VOLTS

RENTAL BIDDING SCHEDULE

CATEGORY 6 - MONTHLY VOLUME RANGE - 40,001 to 55,000

(Continued from previous page)

BIDDER: RICON CORPORATION

REQUIRED ACCESSORIES: NOTE – Failure to provide and price the following Required Accessories may result in rejection of the bid. **DO NOT** include the following accessories with the above machine unless the model is not available from the manufacturer without the accessory. If accessory is included above, insert **"INCLUDED" or "INCL."** Unit Prices must include **installation and Full Service Maintenance, where applicable**. NOTE: The FSM cost per month for Required Accessories and Other Accessories shall be fixed for a three (3) year period following delivery and acceptance and shall not be subject to surcharges for remote copier locations.

	1 Year Rental Monthly Price	3 Year Rental Monthly Price	Maintenance per copy
1. Optional larger capacity paper trays, minimum 500 additional sheets to bring minimum paper capacity to 3,550 sheets.			
Describe: <u>4000 SHEET LCT.</u>	<u>\$36.63</u> /mo	<u>\$34.80</u> /mo	<u>\$INCL.</u> /cy
2. Program ahead a minimum of two (2) Jobs.			
Describe: <u>8 JOB INCL</u>	<u>\$INCL</u> /mo	<u>\$INCL</u> /mo	<u>\$INCL</u> /cy
3. Ethernet, Network Connection actions only	<u>\$INCL</u> (One Time Cost)	<u>\$INCL</u> /mo	<u>\$INCL</u> /mo
The following two Required Options Shall include all necessary Software, Hardware, Network Interface Card (either Token Ring or Appletalk), Drivers and standard cabling to allow for multiple user access via a local area/wide area network and print to the device, plus the actual Network Connection.			
Token Ring, Network Ready & Network Connection:	<u>\$1,273</u> (One Time Cost)	<u>\$37.24</u> /mo	<u>\$35.38</u> /mo
Appletalk, Network Ready & Network Connection:	<u>\$2,287</u> (One Time Cost)	<u>\$66.93</u> /mo	<u>\$63.58</u> /mo
Upgrade memory (Scan into memory 100 additional pages)	<u>\$293</u> (One Time Cost)	<u>\$8.58</u> /mo	<u>\$8.75</u> /mo
Describe: <u>128 MB</u>			<u>8.15</u>

Other Accessories: The "Other Accessories" will become a part of the contract, but will not be used in the cost evaluation of the bid. Please include all the manufacturer's standard accessories. Use additional pages if necessary.

ACCOUNTOR™ Interface/Connector - <u>PURCHASE ONLY</u>	<u>\$NA</u> /mo	<u>\$NA</u> /mo	<u>\$NA</u> /cy
Scan to: E-Mail, File (TIFF, PDF), FTP, I-Fax	<u>INCL EXCEPT</u>		
Faxing Option (Walk-up Fax)	<u>\$FTP, I-FAX</u> /mo	<u>\$INCL</u> /cy	
Cat # / Description: <u>411507 1/20 STAPLE FINISHER</u>	<u>\$NA</u> /mo	<u>\$NA</u> /mo	<u>\$NA</u> /cy
Cat # / Description: <u>411503 1 BOOKLET FINISHER</u>	<u>\$96.35</u> /mo	<u>\$91.53</u> /mo	<u>\$INCL</u> /cy
Cat # / Description: <u>411198 1 PUNCH UNIT</u>	<u>\$96.35</u> /mo	<u>\$91.53</u> /mo	<u>11</u> /cy
Cat # / Description: <u>410785 1 2/3 HOLE PUNCH</u>	<u>\$16.68</u> /mo	<u>\$15.85</u> /mo	<u>11</u> /cy
Cat # / Description: <u>411236 1 POSTSCRIPT 3</u>	<u>\$14.12</u> /mo	<u>\$13.41</u> /mo	<u>11</u> /cy
Cat # / Description: <u>411193 1 COPY TRAY</u>	<u>\$29.68</u> /mo	<u>\$28.20</u> /mo	<u>11</u> /cy
Cat # / Description: <u>411191 1 9 BIN MAIL BOX</u>	<u>\$2.68</u> /mo	<u>\$2.55</u> /mo	<u>11</u> /cy
Cat # / Description: <u>411194 1 COPY CONNECT</u>	<u>\$37.23</u> /mo	<u>\$35.37</u> /mo	<u>11</u> /cy
	<u>\$30.47</u> /mo	<u>\$28.25</u> /mo	<u>11</u> /cy



State of Idaho

Rental / Full Maintenance

Attachment (A) to
Ricoh Master Pricing Agreement

Contract No. **SBP01194**

Category	Copies Prints Developments Per Minute	Maximum Monthly Volume / Duty Cycle	Equipment and Options Prices Per Unit	Reorder Number	Rental	Rental	Cost per Copy Ricoh Service	Combo CPC Ricoh Service & Supplies
					12 Monthly Payments	36 Monthly Payments	Supplies Not Included	Per Copy Charge
1A	15	5,000	Aficio 1515 Digital Copier**	411800	\$23.83	\$22.64	\$0.0050	\$0.0072
			Cabinet, Type FAC19	411136	2.93	2.78	-	-
			Network Connection:					
			Printer/Scanner Unit Type 1515	001972MIU	14.34	13.62	-	-
			Additional Copier Options:					
			+ PS480 Paper (500x1) Bank**	410905	6.23	5.92	-	-
			Printer Options:					
			PostScript Level 3	411702	8.81	8.37	-	-
			+ IEEE1284	411699	1.79	1.70	-	-
			IEEE802.11b Wireless LAN Type D	411700	10.42	9.90	-	-
1B	15	12,500	Ricoh Aficio 2015**	411654	\$31.24	\$29.68	\$0.0050	\$0.0072
			+ ADF78**	411693	8.76	8.32	-	--
			Large Cabinet (FAC16)	411065	2.85	2.71	-	--
			Network Connection:					
			+ Scanner/Printer Kit	001852MIU	15.96	15.16	-	--
			Additional Copier Options:					
			Platen Cover Type 1018	410779	1.73	1.64	-	--
			+ PS460 (500 x 1) Paper Bank	410757	7.25	6.89	-	--
			+ Medium Cabinet (FAC15)	411064	<u>3.42</u>	<u>3.25</u>	-	--
					10.67	10.14		
2	22	35,000	Aficio 2022 Digital Copier	411713	\$62.86	\$59.72	\$0.0050	\$0.0072
			+ DF75 ARDF**	410952	16.36	15.54	-	--
			Network Connection:					
			+ Type 2027 S/P Kit	001787MIU	28.34	26.92	-	--
			Additional Copier Options:					
			Platen Cover Type 1018	410779	1.73	1.64	-	--
			+ PS490 Paper Tray Unit	410955	22.13	21.02	-	--
			PS500 Large Capacity Tray	410958	25.52	24.24	-	--
			+ SR820 500 Sheet Finisher	410975	18.20	17.29	-	--
			+ Bridge Unit 1027**	410978	<u>3.89</u>	<u>3.70</u>	-	--
					22.09	20.99		
			SR790 1,000 Sheet Finisher	410972	18.13	17.22	-	--
			+ Bridge Unit 1027**	410978	<u>3.89</u>	<u>3.70</u>	-	--
					22.02	20.92		
			PT280 1-Bin Tray	410961	5.67	5.39	-	--
			+ HDD Type 2027	411716	6.35	6.03	-	--



State of Idaho

Rental / Full Maintenance

Attachment (A) to

Ricoh Master Pricing Agreement

Contract No.

SBP01194

Category	Copies	Maximum	Equipment and Options Prices Per Unit	Reorder Number	Rental	Rental	Cost per Copy	Combo CPC	
	Prints	Monthly					Ricoh Service	Ricoh Service &	
	Developments	Volume /					Supplies	Supplies	
	Per Minute	Duty Cycle			12 Monthly Payments	36 Monthly Payments	Not Included	Per Copy Charge	
			Type 1027 Internal Shift Sort Tray	410964	5.67	5.39	-	--	
			Type 1027 Key Counter Bracket	411013	1.96	1.86	-	--	
			Fax Options:						
			+ Fax Option Type 2027	411446	20.52	19.49	-	--	
			G3 I/F Unit Type 2027	411449	12.17	11.56	-	--	
			Type 185 JBIG/Function Upgrade Card	410284	7.35	6.98	-	--	
			32MB Memory 400dpi/SAF	001342MIU	3.52	3.34	-	--	
			Handset Type 1018	410781	1.17	1.11	-	--	
			Printer/Scanner Options:						
			PostScript3 Unit Type 2027	411607	10.80	10.26	-	--	
			File Format Converter Type A	405414	7.61	7.23	-	--	
			BlueTooth Unit Type 2045**	411377	8.75	8.31	-	--	
			IEEE802.11b Interface Kit	405412	9.83	9.34	-	--	
			IEEE 1394 Interface Type 4510	400745	8.69	8.26	-	--	
			USB 2.0 Interface Board Type A	411237	1.81	1.72	-	--	
			Special Options						
			User Account Enhance Kit Type 1045	410837	3.37	3.20	-	--	
			FAC20 Cabinet	411158	3.19	3.03	-	--	
DataOverwriteSecurity Unit Type A	411853	6.85	6.51	-	--				
3	35	80,000	Aficio 2035e**	411554	\$109.47	\$104.00	\$0.0046	\$0.0065	
			+ PS530 Paper Tray Unit	411336	20.69	19.66	-	--	
			+ SR790 1,000 Sheet Finisher	410972	18.13	17.22	-	--	
			+ Bridge Unit Type 2045**	411345	2.08	1.98	-	--	
			+ Type 2045e Scan/Print Kit Bundle (Token Ring)	001896MIU	29.03	27.58	-	--	
			+ Type 2045e Scan/Print Kit Bundle PostScript Unit Type 2045 (Apple Talk)	001896MIU 411376	29.03 16.18	27.58 15.37	- -	-- --	
			+ RT45 Large Capacity Tray	411339	13.75	13.06	-	--	
			+ 256MB DIMM	001180MIU	5.15	4.89	-	--	
4	45	100,000	Aficio 2045e**	411556	\$141.84	\$134.75	\$0.0046	\$0.0065	
			+ PS530 Paper Tray Unit	411336	20.69	19.66	-	--	
			+ SR790 1,000 Sheet Finisher	410972	18.13	17.22	-	--	
			+ Bridge Unit Type 2045**	411345	2.08	1.98	-	--	
			+ Type 2045e Scan/Print Kit Bundle (Token Ring)	001896MIU	29.03	27.58	-	--	
			+ Type 2045e Scan/Print Kit Bundle PostScript Unit Type 2045 (Apple Talk)	001896MIU 411376	29.03 16.18	27.58 15.37	- -	-- --	
			+ RT45 Large Capacity Tray	411339	13.75	13.06	-	--	
			+ 256MB DIMM	001180MIU	5.15	4.89	-	--	
			Additional Copier Options Categories 3 & 4						
			+ RT45 Large Capacity Tray	411339	13.75	13.06	-	--	
			SR880 Multi-Tray Finisher	411563	50.56	48.03	-	--	
			SR890 Booklet Finisher	411334	80.54	76.51	-	--	
			2/3-Hole Punch Kit Type 1045	410785	13.87	13.18	-	--	
			+ FAC25 Cabinet	411491	3.75	3.56	-	--	
			Special Options:						
			+ PT330 1-Bin Tray	411342	7.48	7.11	-	--	
			User Account Enhance Kit Type 1045	410837	3.37	3.20	-	--	
			Key Counter Bracket Type H	410126	1.53	1.45	-	--	
			Type 45 Removable Hard Drive	001407MIU	27.31	25.94	-	--	
			Type 45 ADD RHD	001392MIU	14.31	13.59	-	--	
			File Format Converter Type A	405414	7.61	7.23	-	--	



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					12 Monthly Payments	36 Monthly Payments	Supplies Not Included	Per Copy Charge
			DataOverwriteSecurity Unit Type A	411853	6.85	6.51	-	--
			Fax Options:					
			+ Fax Option Type 2045e	411848	20.51	19.48	-	--
			G3 Interface Kit Type 2045	411352	12.17	11.56	-	--
			32MB Memory 400dpi/SAF	001342MIU	3.52	3.34	-	--
			Type 185 JBIG/Function Upgrade Card	410284	7.35	6.98	-	--
			Handset & Bracket Type 450	410124	1.28	1.22	-	--
			Printer/Scanner Options:					
			IEEE802.11b Interface Kit	405412	9.83	9.34	-	--
			BlueTooth Unit Type 2045**	411377	8.75	8.31	-	--
			IEEE 1394 Interface Type 4510	400745	8.69	8.26	-	--
			USB 2.0 Interface Board Type A	411237	1.81	1.72	-	--
5	51	175,000	Aficio 2051	411960	\$187.33	\$177.96	\$0.0043	\$0.0062
			SR850 Finisher	411178	41.04	38.99	-	--
					\$228.37	\$216.95		
			Scanner/Printer Kit Type 2075 (Token Ring)	002046MIU	37.25	35.39	-	--
			Scanner/Printer Kit Type 2075 PostScript Unit Type 3 Type 2075 (Apple Talk)	002046MIU 411952	37.25 31.39	35.39 29.82	- -	-- --
6	60	250,000	Aficio 2060	411969	\$252.54	\$239.91	\$0.0041	\$0.0059
			SR850 Finisher	411178	41.04	38.99	-	--
			Scanner/Printer Kit Type 2075 (Token Ring)	002046MIU	37.25	35.39	-	--
			Scanner/Printer Kit Type 2075 PostScript Unit Type 3 Type 2075 (Apple Talk)	002046MIU 411952	37.25 29.67	35.39 28.19	- -	-- --
			Additional Copier Options Categories 5 & 6					
			RT43 LCT	411182	35.99	34.19	-	--
			SR861 Saddle Stitch Finisher	411987	94.43	89.71	-	--
			SR841 Finisher	411873	86.56	82.23	-	--
			2/3-Hole Punch Kit Type 1045	410785	13.87	13.18	-	--
			2/3-Hole Punch Kit Type 1075	411198	16.39	15.57	-	--
			Cover Interposer Type 1075	411505	19.78	18.79	-	--
			Copy Tray Type 1075	411193	2.63	2.50	-	--
			8 1/2"x14" Tray Type 1075	411187	14.81	14.07	-	--
			Type 1027 Key Counter Bracket	411013	1.96	1.86	-	--
			Tab Sheet Holder Type 1075	411190	0.82	0.78	-	--
			A3/11"x17" Tray Unit Type 1075	411185	26.52	25.19	-	--
			Card Rdr Bracket Type 1075	411203	2.20	2.09	-	--
			Jogger Unit for SR841	411206	6.53	6.20	-	--
			Copy Connector Type 2105	411399	26.14	24.83	-	--
			Z-Folding Unit Type 2105	411875	145.67	138.39	-	--
			Printer/Scanner Options					
			256 MB Memory Type D	001491MIU	15.65	14.87	-	--
			9 Bin Mailbox Type CS390	411191	36.58	34.75	-	--
			IEEE1394 Interface Board Type B	411264	8.86	8.42	-	--
			USB 2.0 Interface Board Type B	411301	3.13	2.97	-	--
			File Format Converter Type B	411400	11.21	10.65	-	--

Equipment Configuration Footnotes

B/W DIGITAL SYSTEMS

Aficio 1515

(1) Aficio 1515 includes 250 Sheet Paper Tray, 100 Sheet Bypass, 16MB Memory and ADF. The Aficio 1515 cannot be upgraded to include faxing.

(4) In addition to standard USB 2.0 and 10/100 Base TX Ethernet interfaces, only 1 option may be installed in the controller board.

(5) Aficio 1515MF comes with standard Internet Fax (T.37), LAN Fax and Fax Forwarding to E-mail Functions.



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(6) Aficio 1515MF includes PLC6, 5e, RCPS Drivers, ScanRouter Lite, DeskTopBinder Lite Software and TWAIN Driver.

(7) Printer/Scanner Type 1515 available only for the Aficio 1515 and includes PCL6, 5e, RPCS Drivers, ScanRouter Lite, DeskTopBinder Lite Software, and TWAIN Driver.

(8) The toner (888260) is compatible with the Aficio 1515, 1515F, 1515MF mainframes; however, it is not included with the mainframe purchase. Please order separately.

Aficio 2015/2018/2018D

(1) Aficio 2015 Mainframe includes 1 x 250 Drawer, 16MB RAM & 100 Sheet Bypass

(4) Aficio 2015 requires a ADF DF78 or Platen Cover Type 1018

(5) Must install PS460 Paper Bank with FAC15 Cabinet

(6) Must install PS450 Paper Bank with FAC17 Cabinet

(7) Fax Kit includes Feature Expansion Board Type 2018 with NIC and USB 2.0, and Fax Option

(8) Scanner/Printer Kit includes Feature Expansion Board Type 2018 with NIC and USB 2.0, 64MB Resident & 128MB DIMM, Print/Scan Option, PCL6, 5e, RPCS Drivers, ScanRouter Lite and DeskTopBinder Lite Software

(9) All in One Kit (Scanner/Printer/Fax) includes Feature Expansion Board Type 2018 with NIC and USB 2.0, 64MB Resident & 128MB DIMM, Fax and Print/Scan Options, PCL6, 5e, RPCS Drivers, ScanRouter Lite and DeskTopBinder Lite Software

(10) PostScript Level 3 required for Macintosh Environments or Postscript Printing

(11) 1 Bin Tray comes holds 100 Sheet Capacity, Compatible with the Aficio 2018 & 2018D.

(12) All in One Kit has Standard Internet Fax (T.37), LAN Fax and Fax Forwarding to Email Functions

(13) Wireless LAN and IEEE1394 features cannot be used simultaneously with

the standard 10/100 Base T Ethernet interface

(14) ARDF DF79 Required for Duplexing

Aficio 2022/2027

(1) Aficio 2022/2027 Mainframes include standard 2 x 500 Trays, Bypass, Interchange, Duplex & 64MB RAM.

(2) Aficio 2022SP/2027SP Mainframes include standard 2 x 500 Trays, Bypass, Interchange, Duplex, Scanner/Printer DIMM, 192MB RAM, 20GB HDD, 10/100 Base TX NIC.

(3) Mainframes require either Platen Cover Type 1018 or DF75.

(4) Mainframes require PS490 Paper Bank, PS500 LCT or FAC20 Console.

(5) Bridge Unit Type 1027 Required When Installing SR820 or SR790 Finisher.

(6) Finishers and Shift Sort Tray cannot be installed together.

(7) HDD Type 2027 enables Document Server, Background Numbering, User Stamps, Reserve Copy, Magazine/Booklet Mode Preset Stamps (Additional Languages), Increases collation to 1,000.

(8) User Account Enhance Kit enabled with Standard 100 User Codes - Expands to 500 User Codes.

(9) Fax Option standard with 33.6Kbps, 3 Seconds Transmission Speed. Standard 320 Pages. Requires Scanner/Printer Kit Type 2027 to enable LAN-Faxing and internet Faxing (T.37).

(10) JBIG increases Quick Dial/Speed Dial from 500 to 1,200. (With HDD installed Quick Dial/Speed Dial increased to 2,000).

(11) 32MB Memory increases Transmission Resolution to 400 x 400 dpi. Also increases Page Memory to 2,240 Pages.

(12) Type 2027 S/P Kit Includes: Scanner/Printer DIMM, 10/100 Base TX NIC, 128MB RAM, 20GB HDD, PCL 6/5e & RPCS Drivers and ScanRouter Lite and DeskTopBinder Lite Software.

Standard features include: Embedded scan-to-email with LDAP, folder and FTP Server.

(13) PostScript3 required for Macintosh and Postscript environments.

(14) In addition to Parallel and Ethernet (NIC) Interface one of the following can be installed;

IEEE1394, Wireless LAN Interface (802.11b), Bluetooth, USB 2.0 or File Format Converter.

(15) File Format Converter Type A required to convert format and drag to desktop documents stored via Copy or Print mode.

Aficio 2035e/2045e

(1) The Aficio 2035e/2045e configurations come standard with the mainframe and document feeder.

(2) The Aficio 2035e/2045e can be upgraded for Printing and Scanning capability by adding the Type 2045e Scan/Print Kit Bundle (001896MIU); there will not be a print only option available.

(3) The Aficio 2035e S/P and Aficio 2045e S/P configurations come standard with the mainframe, doc feeder and Type 2045e Scan/Print Kit Bundle.

(4) The Type 2045e Scan/Print Kit Bundle comes standard with the Scan/Print DIMM, Network Interface Card and 128MB memory.

(5) The Type 2045 (411345) Bridge Unit is required with the SR790, SR880 and SR890 Finishers.

(6) The Type 1045 2/3-Hole Punch Unit (410785) can only be used with the SR880 Finisher.

(7) The PS530 Paper Tray Unit (411336) or FAC-25 cabinet (411491) is required with the SR790, SR880 and SR890 Finishers.

(8) DataOverwriteSecurity Unit Type A is a Hard Drive Security Option for MFP.

Aficio 2051/2060

(1) Aficio 2051/60 come standard with 100-sheet single pass duplex document feeder, 128MB RAM, and 40GB HDD.

(2) Aficio 2051SP/60SP come standard with 100-sheet single pass duplex document feeder, 384MB RAM, 40GB HDD, and Printer/Scanner Unit.

(3) RT43 has 4,000 Sheet capacity LCT (8.5" x 11").

(4) SR850 3,000 Sheet finisher equipped with 50 sheet staple capacity.

(5) SR861 3,000 Sheet finisher equipped with 50 sheet staple capacity and 15 sheet saddle stitch capacity. With Z-Fold Option, each Z-Folded sheet counts as 10 sheets.

(6) SR841 3,000 Sheet finisher equipped with 100 sheet staple capacity.

(7) Aficio 2051/60SP Systems require a finisher or copy output tray.

(8) 2/3-Hole Punch Kit Type 1045 is compatible with SR850 or SR861 Finisher. 2 & 3 hole punch (user selectable)

(9) 2/3-Hole Punch Kit Type 1075 is compatible with SR841 Finisher only. 2 & 3 hole punch (user selectable)



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					12 Monthly Payments	36 Monthly Payments	Supplies Not Included	Per Copy Charge

- (10) Cover Interposer Type 1075 is compatible with all Finishers. Cannot be configured with Mailbox.
- (11) 8 1/2" x14" Tray Type 1075 converts RT43 (LCT) to 8.5" x 14" or 8.5" x 11" SEF (2,500 Sheets). Requires RT43.
- (12) Tab Sheet Holder Type 1075 required for Tab Copy/Print. Compatible with all finishers. Tab Sheet Holder can be used in 2nd or 3rd tray (but not both).
- (13) A3/11"x17" Tray Type 1075 converts the standard Tandem tray (Tray 1) to hold 11' x 17", 8.5"x14" or 8.5"x11"paper (1,000 sheet capacity).
- (14) Jogger Unit for SR840 is compatible with the SR841 Finisher only. Used to adjust large stacks of paper.
- (15) Scanner/Printer Kit Type 2075 requires additional 256 MB RAM (Total of 384 MB RAM required for printing/scanning). Includes NIC (10/100BaseT).
- (16) PostScript Unit Type 3 Type 2075 is required for PostScript and Macintosh Printing.
- (17) 9 Bin Mailbox Type CS390 is compatible with SR850 and SR861 Finishers. Not compatible with SR841 Finisher. Cannot configure with Cover/Sheet Interposer
- (18) Scanner/Printer Kit Type 2075 includes DeskTopBinder V2 Lite (version 2.0) software, SmartDeviceMonitor for Admin & Client, TWAIN scanning driver, RPCS, PCL5e, PCL6(XL) drivers, embedded scan to folder/email
- (19) Z-Folding Unit Type 2105 is compatible with SR861 Finisher only. Not compatible with SR850 or SR 841 Finishers. Cannot hole-punch & Z-Fold at same time.
- (20) 256MB Memory Type D is required for printing and network scanning with the Printer/Scanner Unit Type 2105
- (21) In addition to Parallel and Ethernet (NIC) Interface, one of the following can be installed; IEEE1394 (Firewire), USB 2.0, Wireless LAN Interface (802.11b), or Bluetooth (Wireless LAN & Bluetooth, available December 2004)
- (22) File Format Converter Type B is required for retrieving files from Document Server that were stored via Copy or Print Function.